

PROJECT MANAGEMENT DOCS

Free Project Management Templates

ACTIVITY ATTRIBUTES TEMPLATE

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ACTIVITY ATTRIBUTES

COMPANY NAME
STREET ADDRESS
CITY, STATE ZIP CODE

DATE

Activity attributes are details of project activities which are used to help project planning and scheduling. These details are necessary because they allow the project team not only to understand the work requirements associated with each project activity, but also to consider how activities may impact one another and affect the overall project. Activity attributes may be captured and logged either manually via a standard form or template or they may be entered into project and scheduling software.

Some of the details included in the activity attributes are: activity ID, name, and description; WBS ID; predecessor and successor activities and relationships; resource and logistical requirements; constraints; assumptions; location of activity work to be performed; and who is responsible for performing the work. It is also important to note that the information contained in the activity attributes must be consistent with the activity list.

Standard Activity Attributes Template:

Activity Attributes		
Project:		Date:
Activity ID: This information comes from the project activity list.	Activity: This is the name of the activity from the project activity list.	WBS No: This identifies where this activity can be found in the WBS.
Activity Description: This information includes a detailed description of the work to be performed for this activity and should be consistent with what is provided in the project activity list.		
Activity Responsibility: This section lists who is responsible for executing the work associated with this activity.	Resources and Skill Sets Required: This section describes the resources needed to perform the work. For human resources this section should included necessary skill sets and skill levels required to complete the work.	
Activity Predecessors: This section lists other activities which must occur before this activity.	Predecessor Scheduling: This describes if the predecessor has a start-start, start-finish or other type of scheduling relationship.	Predecessor Dependency: This section describes any dependencies on predecessor activities like lead times, lag times or other requirements.
Activity Successors: This section lists other activities which must occur after this activity.	Successor Scheduling: This describes if the successor has a start-start, start-finish or other type of scheduling relationship.	Successor Dependency: This section describes any dependencies on successor activities such as lead times, lag times or other requirements.
Type of Effort: This section describes if the work for this activity is a level of effort, fixed effort, fixed duration, apportioned effort or other type of work.		
Location of Activity: This section describes where the work for this activity will be performed.		
Activity Assumptions: This section lists all assumptions associated with this activity. These should also be included in the project's assumption log.		
Activity Constraints: This section describes activity constraints such as firm milestone dates, resource constraints or any other identified constraints which may impact this activity.		

Example with Sample Data:

Activity Attributes		
Project: DataNet Software Installation		Date: 03/01/20xx
Activity ID: 0031	Activity: Install DataNet Software on Human Resources Computers	WBS No: 3.1.1
Activity Description: This activity requires the installation of DataNet software on 8 workstations belonging to the Human Resources Department.		
Activity Responsibility: John Brown will be responsible for performing the work for this activity.	Resources and Skill Sets Required: This activity requires basic computer network skills and access to designated workstations. No additional skill sets or resources are required.	
Activity Predecessors: Before this activity can begin installation of DataNet software on the Operations Group workstations must be completed.	Predecessor Scheduling: This activity must start once the predecessor is complete: Finish-Start Relationship.	Predecessor Dependency: There is no lead or lag time requirement with the predecessor activity.
Activity Successors: Installation of DataNet on Executive Management workstations will begin immediately upon completion of this activity.	Successor Scheduling: Once this activity is complete the installation on Executive Management workstations will begin: Finish-Start relationship.	Successor Dependency: There is no lead or lag time between this activity and its successor.
Type of Effort: This activity is a fixed duration activity which will occur over a period of one week, or 40 hours.		
Location of Activity: All work associated with this activity will occur at company headquarters.		
Activity Assumptions: This activity assumes all workstations are currently configured and compatible with the DataNet software.		
Activity Constraints: Installation on Human Resources workstations must be completed by 06/01/20xx. This activity is dependent on HR employee schedules and availability.		

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