**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. |