ACTIVITY ATTRIBUTE TEMPLATE

This template enables you to document all the attributes associated with each project activity as an aid to your planning and scheduling. From this information you will have a clear understanding of the work requirements and inter-relationships associated with each project activity and its impact on the project as a whole.

PROJECT:		PROJECT MANAGER:		DATE:	
ID	ACTIVITY TITLE	DESCRIPTION OF ACTIVITY	WBS No.	RESPONSIBILITY	LOCATION

REQUIRED SKILLS SET	REQUIRED RESOURCES	ASSUMPTIONS	CONSTRAINTS

Activity Attribute Template

CHARACTERISTICS OF THE ACTIVITY		
CATEGORY	**PREVIOUS**	**FOLLOWING**
ACTIVITY (Those activities that must either side of this activity.)		
SCHEDULING (Describes the type of scheduling relationship.)		
DEPENDENCY (Defines any dependencies such as lead or lag times, plus any other requirements.)		
EFFORT (Select the assigned a level of effort associated with this activity's work.)	☐ **Fixed** ☐ **Specified Duration** ☐ **Allotted** ☐ **Other**	