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| **Project Name:** |  |  | **Date Prepared:** |  |

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| **ID:** From activity list. | **Activity:**From activity list. |
| **Description of Work:**A description of the activity in enough detail so that the person(s) performing the work understands what is required to complete it. |
| **Predecessors** | **Relationship** | **Lead or Lag** | **Successor** | **Relationship** | **Lead or Lag** |
| Any activities that must occur before the activity | The nature of the relationship. such as start-to-start, finish-to- start. or finish-to-finish. | Any required delays between activities (lag) or accelerations (lead). | Any activities that must occur after the activity | The nature of the relationship. such as start-to-start, finish-to- start. or finish-to-finish. | Any required delays between activities (lag) or accelerations (lead). |
| **Number and Type of Resources Required:**The number and roles of people needed to complete the work. | **Skill Requirements:**  The level of skill necessary to complete the work (expert, average, novice or applicable job level). | **Other Required Resources:** Any equipment, supplies, or other types of resources needed to complete the work. |
| **Type of Effort:**Indicate if the work is a fixed duration, fixed amount of effort, level of effort, apportioned effort or other type of work. |
| **Internal/ External Work:**If the work is to be completed outside the organization, then mention the external vendors who will perform the tasks. |
| **Imposed Dates or Other Constraints:**Indicate any fixed delivery dates, milestones or other constraints. |
| **Assumptions:** List any assumptions about resource availability, skill sets, or other assumptions that impact the activity |