

### Scope

This process defines the information necessary for creating project activities and critical path schedule in P3e, based on the minimum milestones for the appropriate program. Activities are the fundamental work elements of a project. They are the lowest level of a work breakdown structure (WBS) and, as such, are the smallest subdivision of a project that directly concerns the PDT.

### Policy

*[ER 5-1-11](http://www.usace.army.mil/inet/usace-docs/eng-regs/er5-1-11/entire.pdf)* [<http://www.usace.army.mil/inet/usace-docs/eng-regs/er5-1-11/entire.pdf>]

*[ER 37-1-26](http://www.usace.army.mil/inet/usace-docs/eng-regs/er37-1-26/entire.pdf)* [<http://www.usace.army.mil/inet/usace-docs/eng-regs/er37-1-26/entire.pdf>]

### Responsibility

The Project Manager, with input from the Project Delivery Team, is responsible for the development of the initial schedule and subsequent maintenance of the schedule within P3e. Development and maintenance of the schedule not only requires development of activity duration, but also the identification of activity dependencies. The PDT must enter activity information in sufficient detail to facilitate workload analysis and resource leveling.

### Distribution

Project Delivery Team (PDT)\*

### Ownership

The BP/P2 Program Office is responsible for ensuring that this document is necessary, that it reflects actual practice, and that it supports corporate policy.

### System References

*[Acronyms and Glossary](#)* [REF1001]

*[Civil Works Program-Specific Information](#)* [REF1026]

*[Customer Scope Definition](#)* [PROC1007]

*[HTRW Program-Specific Information](#)* [REF1030]

*[Military Program-Specific Information](#)* [REF1027]

*[P3e User Guide](http://www.hnd.usace.army.mil/p2/tutor/p3e/p3euserguide.pdf)* [<http://www.hnd.usace.army.mil/p2/tutor/p3e/p3euserguide.pdf>]

*PMP Development[PROC1012]*

*PMP/PgMP Content[REF1018]*

*Research & Development Program-Specific Information[REF1031]*

*Resource Estimate Development[PROC1003]*

*Team Establishment[PROC1008]*

*Work Acceptance[PROC1016]*

## Activity Preface

**As written this process calls out process 1016, 1007, and 1008, which do not directly bear on this process. This process should be called out in process 1012 PMP Development. RESPONSE: “calling process” will be defined in glossary. There is a difference between ‘calling’ and ‘refer to’. This process is called from ‘PMP Development’.**

This process is performed either as an requirement to account for outyear/unfunded work (refer to *PMP/PgMP Content[REF1018]*), or after work has been accepted (refer to *-Work Acceptance[PROC1016]*), the customer scope of the project is determined (see *-Customer Scope Definition[PROC1007]*), and a team has been established (refer to *-Team Establishment[PROC1008]*). Development of the project activities is the framework for work management in P2. The activities comprise the total work that needs to be performed to complete a project, taking into consideration PDT guidance and HQ requirements, including milestones or program specific needs (refer to *Civil Works Program-Specific Information[REF1026]*, *-HTRW Program-Specific Information[REF1030]*, *Military Program-Specific Information[REF1027]*, or *Research & Development Program-Specific Information[REF1031]*). Each activity will consist of a calendar, activity types, **appropriate RESPONSE: adjective removed.** activity codes, durations, predecessor and successor relationships, and possibly constraints. After this process is performed, resource estimates (see *-Resource Estimate Development[PROC1003]*) may be entered to accomplish providing a total project cost to further the continuation of *PMP Development[PROC1012]*. Asset management must be addressed during this phase, in order to ensure proper closeout of projects. Within this document, the *-Financial Management[REF1032]* process will be referenced. After completion of this process, return to the calling process. **Please define the term “calling process”. RESPONSE: “calling process” will be defined in glossary.**

**The templates should have been included in this document and should be sent out for review prior to deployment. RESPONSE: these will be included in program specific Reference Documents.**

Note: This process contains references to a Navigation Document, which depicts steps/screen-capture information for completing functions within the software. Ultimately, Navigation Documents will be available for all appropriate business process documents.

### Project Delivery Team (PDT)

1. Determine if an activity structure exists.

Refer to Step 1 of the Navigation Document *Activity Development[NAV1010]*.

**If an activity structure exists, goto task #7. Otherwise, goto task #2.**

2. Verify calendar default is appropriate type for this project.

Refer to Step 2 of the Navigation Document [Activity Development\[NAV1010\]](#).

3. Define and enter activities to accomplish the scope of the project.

Determine appropriate WBS level the activity will reside under prior to entering the activity. Select the level and enter the new activity.

Refer to Steps 3-4 of the Navigation Document [Activity Development\[NAV1010\]](#).

4. Assign a duration to each activity.

This will assign the number of days needed to actually accomplish the activity defined.

Refer to Step 5 of the Navigation Document [Activity Development\[NAV1010\]](#).

5. Define predecessor and successor relationships for each activity.

Once this has been achieved, the Network Analysis capability of P2 will contain the logic necessary to assist the PDT in determining the Critical Path of the project.

Refer to Step 6 of the Navigation Document [Activity Development\[NAV1010\]](#).

6. Assign the activity type, including needed milestones and other activity codes.

Activity codes are values assigned to a project to organize them into management groups for updating, analyzing, reporting, and summarizing.

Refer to Step 7 of the Navigation Document [Activity Development\[NAV1010\]](#).

Refer to [Civil Works Program-Specific Information\[REF1026\]](#), [HTRW Program-Specific Information\[REF1030\]](#), [Military Program-Specific Information\[REF1027\]](#), or [Research & Development Program-Specific Information\[REF1031\]](#), as appropriate.

#### **Goto task #8.**

7. Edit the activities as necessary.

8. Schedule your project.

This step performs a system analysis of all data previously entered, providing an outcome that lays out the schedule logic from beginning to end, which will assist the PDT in continuation of the work management process.

Refer to Step 9 of the Navigation Document [Activity Development\[NAV1010\]](#).

9. Enter constraints as needed.

A constraint is a restriction forced on the activity start or finish. Use constraints to reflect real project requirements.

As a practice, keep constraints to a minimum.

**PDT review schedule for accuracy, and overall resulting project schedule.**

**RESPONSE: see added note in Step 8 of master document.**

10. Reschedule your project.

**End of activity.**

**Be sure to put process call outs at the start and end of every Process flowchart. Each flowchart should be able to stand on its own and assist users in moving through the processes. Every flowchart should have a title block identifying the process title and number. RESPONSE: reject. Oracle Tutor doesn't support this functionality.**

