

Project Activity

Module Guide: Project Activity

Module Location

Settings > Project > Project Activity

Module Purpose

The **Project Activity** module functions as master data for defining templates or standard activities commonly performed in a project. The goal is to create a **Work Breakdown Structure (WBS)** template where each activity is predefined along with its standard required resources (personnel, assets, materials, etc.). This speeds up and standardizes the process of creating new projects.?

1. Main View (Project Activity List)

The main page displays all the activity templates that have been registered in the system.

View Explanation

- **Filter:** Allows for a quick search by **Activity Code**.
- **Activity List Table:**
 - **Activity Code:** A unique code for each activity template.
 - **Activity Name:** A descriptive name for the activity (e.g., "Requirements Analysis," "System Design," "Equipment Installation").

- **Standard Order:** The default sequence of this activity in a project flow.
- **Description:** Additional information about the activity.
- Currently, the table shows "...data not found...", which means no activity templates have been created yet.
- **Action Buttons:**
 - **New:** Opens the form to create a new activity template.

2. Add New Activity Page

This form is the core of the module, where an activity template is defined in detail, including the standard resources required.

View Explanation

- **Basic Information:**
 - **Activity / Service / Material Code:** A unique code for the activity.
 - **Activity Name:** A descriptive name for the activity.
 - **Standard Order:** The default sequence of the activity.
 - **Description:** A description of the activity.
- **Resources:** This section is used to define the standard resources needed to complete this activity. It consists of four categories:

- **Position:** Defines the job title or role required (e.g., "Project Manager," "Systems Analyst") and the quantity.
- **Asset:** Defines the equipment or fixed assets required (e.g., "High-Spec Computer," "Measuring Tool") and the quantity.
- **Others:** For other resources outside the existing categories (e.g., "External Consultant Services").
- **Item/Service:** Defines the materials or consumables needed (e.g., "UTP Cable," "Cement") and the quantity.

3. Steps to Create an Activity Template

1. Ensure all resource master data (Position, Asset, Item/Service) is available in the system.
2. From the main page, click the **New** button.
3. Fill in the basic activity information (Code, Name, Order, Description).
4. In the **Resources** section, click the Quantity.
5. Repeat step 4 for all necessary resources.
6. Click **New Activity** or **Save**.

4. Integrated Workflow & Business Process

- **Rapid Project Creation:** When a project manager creates a new project, they no longer need to define each task and resource requirement from scratch. They can simply select the relevant activity templates from this module, and the system will automatically create a task list along with an estimate of its resource needs.
- **Standardization of Work Breakdown Structure (WBS):** This module promotes standardization in project planning. All projects of a similar type (e.g., all network installation projects) will have a consistent initial activity structure and resource estimation.?
- **Basis for Project Budgeting:** The resource requirements defined in this template (e.g., 20 hours of a "Systems Analyst," 5 "Computers") will be multiplied by the cost rates from the **Resource Module** to generate an initial cost budget estimate for the activity.
- **Resource Capacity Planning:** By having standard templates, the company can perform long-term capacity planning. For example, if there is a plan to undertake 10 installation projects next year, the company can easily calculate the total resource needs (e.g., 10 projects x 2 "Systems Analysts" per project = 20 "Systems Analysts") and plan for recruitment or training.

5. Tips & Important Notes

- Create activity templates that are generic yet detailed enough to be reused in many projects with minor modifications.

- This module is highly dependent on the completeness of other master data such as **Master Position**, **Master Asset**, and **Master Item**. Ensure this data is complete.
- The management of this module should be handled by a **Project Management Office (PMO)** or senior project managers who have the experience and authority to set project planning standards.

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