

Activities in Project Server 2007

Summary:

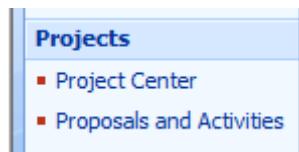
In Project Server 2007, users with the correct security permission can create Activities. Activities enable a user to establish an outline of work to be done that might not be in a schedule – for example, a list of items to complete after a project’s scheduled tasks are done. Or, an activity may be used as a to-do list for an individual for items that are not assigned as tasks on scheduled. Another possibility is to use Activities as a standard template of work activity that must be completed for the completion of a scheduled task (ie. Listing all the work components of a single task).

Activities are intended to be a place to provide a more detailed list of actions that must be done either before, after or as part of an assignment. They are meant to be used as a way to show the work that is not specifically assigned on a schedule. This is a great way to show work that is expected from a resource but that isn’t scheduled. As with projects, an activity gets a SharePoint site where issues, risks and documents can be linked to the activity.

How to create an Activity

Before you can create an activity, you must have permissions to do so. If you are unsure if you have the correct permission, the easiest way to check is to look at your PWA (Project Web Access) home page and see if “Proposals and Activities” is listed as an option and then try to create an activity.

The first step is to click on the link on the home page. The link is found in the Projects heading and should look like this:



After clicking on the link, a page will open that will look similar to this:

Proposals and Activities

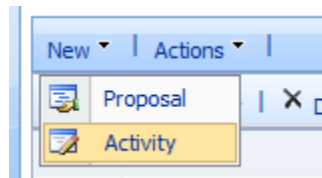
Use this page to create a project proposal or track activity, open an existing proposal or activity, or delete an obsolete proposal or activity.

New | Actions

Open Read-Only | Delete | Convert | Check In | Build Team | Resource Plan

Name	Published	Checked Out By	State	Start Date	Finish Date	Resource Plan
2007 - Corporate PHD Standard Activities	Yes			1/2/2007	1/1/2008	
2007 - Non-plant Maintenance Activities	Yes			1/2/2007	1/4/2008	Published
2007 - Plant Maintenance	Yes			1/1/2007	1/7/2008	Published
Accounts Payable Verification Process Design Test	Yes		Proposed	1/1/2007	11/16/2007	Published
Accounts Receivable Verification	Yes		Proposed	11/15/2007	6/16/2008	Published
Acquisition Database Design	Yes		Proposed	4/17/2007	9/4/2007	Published
Asa Facility Equipment Upgrade	Yes		Proposed	10/17/2007	3/20/2008	Published
Automated Processing System Implementation	Yes		Proposed	12/1/2006	5/1/2007	Draft
Automated Software Design Architecture Upgrade	Yes		Proposed	10/5/2007	3/18/2008	Published
Bug Tracking Database Design	Yes		Proposed	4/18/2007	6/18/2007	Published
Compliance DB System Implementation	Yes		Proposed	6/1/2007	7/8/2008	Published

This is the list of current Proposals and Activities and some meta-data information about them is listed in the columns. On this page, click on the down arrow next to “New” and select Activity.



This will open a new window where you can give the activity a name, description, start date, plan owner (which defaults to your own userid), and any custom fields that are required for Projects. If you have a SharePoint list already created, then you can import that list. For this example, we assume that you do not have a SharePoint list. The New Activity screen looks like this: