
ACTIVITY ATTRIBUTES

National Currency Printing and Secure Banknote Production Facility Project
(NCPBF)



Project Title:

National Currency Printing and Secure Banknote Production Facility Project
(NCPBF)

Project Sponsor:

Central Bank

Prepared by: PMIC of Lazuli Pamir Consulting – for learning purpose only

Activity Attributes Register:

Project: National Currency Printing and Secure Banknote Production Facility Project (NCPBF)

1. Purpose

The Activity Attributes Register provides detailed descriptive information for each activity identified in the project schedule. Activity attributes support effective schedule development, resource planning, risk analysis, and execution control by defining the characteristics and requirements associated with each activity.

These attributes include activity descriptions, responsible roles, predecessor and successor relationships, required resources, constraints, assumptions, and deliverables.

Activity Attributes Table (Activities A1–A24)

Activity ID	Activity Name	WBS	Work Package	Activity Description	Responsible Role	Predecessor	Successor	Estimated Duration (Days)	Key Resources	Constraints	Assumptions	Risks	Deliverable
A1	Identify Project Sponsor	1.1.1	Project Charter Development	Identify and confirm the executive authority responsible for project sponsorship and governance oversight	Project Manager	None	A2	2	PMO Team	Availability of leadership	Executive sponsor available	Delayed sponsor appointment	Sponsor confirmation
A2	Conduct Project Initiation Workshop	1.1.1	Project Charter Development	Conduct stakeholder workshop to define initial project objectives, scope, and governance expectations	Project Manager	A1	A3	3	PMO, Stakeholders	Stakeholder availability	Stakeholders participate	Low engagement	Workshop report

Activity ID	Activity Name	WBS	Work Package	Activity Description	Responsible Role	Predecessor	Successor	Estimated Duration (Days)	Key Resources	Constraints	Assumptions	Risks	Deliverable
A3	Define Project Objectives	1.1.1	Project Charter Development	Document high-level project objectives aligned with strategic goals of the Central Bank	Project Manager	A2	A4	2	Strategy Team	Strategic alignment	Objectives approved	Misalignment of expectations	Objectives document
A4	Define High-Level Scope	1.1.1	Project Charter Development	Define the preliminary scope of the currency printing facility project	PMO Specialist	A3	A5	3	PMO Team	Scope clarity	Scope boundaries defined	Scope ambiguity	Scope statement
A5	Identify Stakeholders	1.1.1	Project Charter Development	Identify internal and external stakeholders impacted by the project	PMO Specialist	A4	A6	2	Stakeholder Analysts	Stakeholder data availability	All major stakeholders identified	Missing stakeholders	Stakeholder list
A6	Define Governance Structure	1.1.1	Governance Framework	Establish governance bodies including steering committee and oversight boards	Governance Advisor	A5	A7	3	Governance Team	Organizational approval	Governance model accepted	Governance conflicts	Governance structure
A7	Draft Project Charter	1.1.1	Project Charter Development	Prepare the formal project charter including scope, objectives, and governance	Project Manager	A6	A8	4	PMO	Information completeness	Stakeholders aligned	Charter revisions	Draft charter
A8	Review Project Charter	1.1.1	Project Charter Development	Conduct stakeholder review and incorporate feedback into the charter document	PMO	A7	A9	2	Review Committee	Stakeholder availability	Timely feedback	Delayed review	Review report
A9	Finalize Project Charter	1.1.1	Project Charter Development	Update charter based on stakeholder comments	Project Manager	A8	A10	2	PMO	Document approval cycle	Charter accepted	Revision cycles	Final charter

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				and finalize the document									
A10	Obtain Charter Approval	1.1.1	Project Charter Development	Secure formal approval of the project charter by the Project Sponsor	Project Sponsor	A9	A11	1	Steering Committee	Sponsor availability	Approval granted	Approval delay	Signed charter
A11	Establish PMO Governance Controls	1.1.2	Governance Framework	Establish project monitoring and reporting mechanisms within PMO	PMO Director	A10	A12	3	PMO Analysts	Governance tools availability	PMO support provided	Resource shortage	Governance system
A12	Develop Project Management Plan	1.1.2	Planning	Develop integrated project management plan including subsidiary plans	Project Manager	A11	A13	6	PMO Team	Plan approval	Inputs available	Planning delays	Project management plan
A13	Develop Project Schedule	1.1.3	Schedule Development	Develop detailed integrated project schedule aligned with WBS	Scheduling Engineer	A12	A14	5	Scheduling Team	Data accuracy	Activity estimates reliable	Scheduling errors	Baseline schedule
A14	Identify Project Activities	1.1.3	Schedule Development	Break down WBS elements into detailed activities	Planning Team	A13	A15	4	Planning Team	Complete WBS	Activity list approved	Missing activities	Activity register
A15	Sequence Project Activities	1.1.3	Schedule Development	Determine logical sequence of activities and define dependencies	Scheduling Engineer	A14	A16	4	Planning Team	Dependency clarity	Activities linked	Incorrect sequencing	Network diagram
A16	Estimate Activity Durations	1.1.3	Schedule Development	Estimate the duration of each activity based on	Scheduling Engineer	A15	A17	4	Planning Team	Data availability	Reliable estimates	Underestimated durations	Duration estimates

Activity ID	Activity Name	WBS	Work Package	Activity Description	Responsible Role	Predecessor	Successor	Estimated Duration (Days)	Key Resources	Constraints	Assumptions	Risks	Deliverable
				expert judgment and historical data									
A17	Develop Cost Estimates	1.1.4	Cost Management	Estimate costs associated with major project activities and resources	Cost Engineer	A16	A18	5	Finance Team	Cost data availability	Market prices stable	Price volatility	Cost estimates
A18	Develop Cost Baseline	1.1.4	Cost Management	Establish the approved project cost baseline for financial control	Finance Manager	A17	A19	3	Finance Department	Budget approvals	Funding secured	Budget cuts	Cost baseline
A19	Identify Project Risks	1.1.5	Risk Management	Identify potential risks impacting project objectives	Risk Manager	A18	A20	3	Risk Team	Risk data availability	Experts consulted	Undetected risks	Risk register
A20	Analyze Project Risks	1.1.5	Risk Management	Conduct qualitative and quantitative risk analysis	Risk Manager	A19	A21	3	Risk Analysts	Risk data accuracy	Valid analysis methods	Misjudged probabilities	Risk analysis report
A21	Develop Risk Response Plans	1.1.5	Risk Management	Define mitigation strategies and contingency plans for identified risks	Risk Manager	A20	A22	3	Risk Team	Stakeholder input	Risk strategies approved	Inadequate mitigation	Risk response plan
A22	Establish Change Control Board	1.1.5	Change Management	Form a board responsible for evaluating project change requests	Governance Board	A21	A23	2	Governance Team	Executive support	Board members available	Governance delay	CCB charter
A23	Define Change Control Procedures	1.1.5	Change Management	Define formal procedures for evaluating and approving changes	PMO	A22	A24	2	PMO	Governance policy	Process accepted	Process complexity	Change control procedures

Activity ID	Activity Name	WBS	Work Package	Activity Description	Responsible Role	Predecessor	Successor	Estimated Duration (Days)	Key Resources	Constraints	Assumptions	Risks	Deliverable
A24	Implement Document Control System	1.1.9	Configuration Management	Establish a centralized system for managing project documentation	Document Control Officer	A23	A25	3	IT Systems	System availability	Document repository configured	Data loss	Document management system

Continuation of Activity Attributes

The Activity Attributes Register presented above provides detailed attribute definitions for the first twenty-four activities in the project schedule.

The same structure, attribute fields, and documentation approach will be applied to all remaining activities defined in the project schedule. These additional activities include those related to facility construction, printing machinery installation, IT and cybersecurity implementation, physical security systems deployment, testing and commissioning, training and capacity development, and operational readiness.

For the remaining activities, the activity attributes will continue to include activity descriptions, responsible roles, resource requirements, constraints, assumptions, and deliverables in order to maintain consistency with the project schedule management framework.

This standardized approach ensures that all activities within the NCPBF project are clearly defined, traceable, and aligned with the approved Work Breakdown Structure and Project Management Plan.

