

# Activity distribution chart

## Intruduction

Every core task in a project must be under the responsibility of a clearly defined stakeholder in the project. An activity distribution chart makes these responsibilities transparent. It is specified, for example, who is drawing up the budget, who is approving it, who is entitled to voice an opinion and who should be informed of the approved budget. The clarification of these responsibilities contributes significantly to a transparent and efficient project process.

## Guide

To create an activity distribution chart, first identify the most important core tasks to be executed during project planning, project implementation and evaluation (e.g. creating the project draft, defining project structure, drawing up a budget, project planning) and enter it in the first column of the chart. Then, on the basis of the structural plan, name the stakeholders (paid and voluntary) for whom you want to clarify the responsibility. You can either name the roles (commissioning institution, steering committee, project management, etc.) or specific people if they have specific responsibilities. Finally, for each core task, the specific responsibility of each stakeholder in performing these tasks has to be defined (request, preparation of decision, who can voice an opinion, decision, information, processing, and possibly others).

### Possible core functions

Create concept  
 Define project structure  
 Budget  
 Project planning / Milestones  
 Public relations  
 Personnel management (PM, TM)  
 Create activity distribution chart  
 More ...

### Project stakeholders

(see **Structured organization chart**)  
**FI** Funding institution/donor  
**CI** Commissioning institution  
**SC** Steering committee  
**PL** Project leader  
**TM** Team member (**TM1, TM2,...**)  
**AG** Advisory group  
 ... More as needed

### Responsibilities / Functions

**R** Request  
**P** Preparation of decision  
**VO** Voicing an opinion (inclusion before decision)  
**D** Decision (responsibility)  
**I** Information (informed)  
**P** Processing

## Example

### Activity distribution chart - [Project X]

Core functions	Project stakeholders							Comments
	CI	FI	PL	TM	AG	...		
Create <u>concept</u>	D	I	P	P	VO			
Budget	D	VO	P					