

## Task Analysis

A job is composed of a number of tasks. A task analysis breaks a particular task into its component steps or skills. The steps/skills are presented in an outline or a flowchart. The task analysis is based on observation and interview. Using the information discussed in class and the resources found in the task analysis folder conduct a task analysis of a simple job (for example: cooking breakfast, fixing a flat tire, doing the laundry, cleaning the bathroom). Remember that a job is composed of a number of tasks. A task analysis breaks a particular task into its component steps or skills. The task analysis is based on observation of a person and interview of the person performing the job (you can record yourself if you are the person). After completion, you may wish to check with someone who knows the task for accuracy and completeness.

The steps/skills will be presented in an outline or a flowchart using one of the techniques from the resources in the task analysis folder. This should be **written and appropriate use pictures to help describe or identify (steps or materials)**.

## Task Analysis Grading rubric

	Points Possible	Points Earned
Objective (what is the person trying to do)	5	
Definition of Learning (how do you know if a person has learned the task)	5	
Description of materials	5	
Selection of Task	15	
Logical representation of skills in flowchart or outline	15	
Observable events	15	
Actions Necessary to perform the skill (subordinate)	15	
Clearly follows a TA technique founded the resources	10	
Spelling	5	

Dr. Dawson could do this job following your task analysis (Remember, I get confused easily)	10	
Total	100	