

Assignment 3: Task Analysis

Systematically define the parameters (required steps and/or knowledge) of a performance goal

How to do it:

1. Read Morrison (2007), Chapter 4: Task Analysis
2. Study the example task analyses on pages 80-82, 405-407 (outline format)
3. Study the example task analysis chart on the next page

I suggest the following approach to producing a task analysis (or procedural analysis) document.

- A. Write the instructional goal, which is the **CRITERION** of your problem statement at the top.
- B. Read the goal and ask yourself, **What does the learner need to be able to do or know before they can reach this goal?**
- C. Write all the tasks that you think are needed for the learner to be able to complete the goal. Use short statements, starting with an appropriate, descriptive verb (Morrison, p. 105, 111).
- D. Read each task and ask, **What does the learner need to be able to do or know before they can do that task?** Write the subtasks for each task.
- E. Create as many tasks that you believe your learners can learn within your planned unit of instruction.
- F. Stop when you reach a level of task that is equal to the entry-level or prerequisite knowledge/skill/attitude (KSA) of the learner.

Decide if you want to present your task analysis as a numbered outline or a flow chart.

If you are interested in creating a flowchart style task analysis, you may wish to consider using one of these software applications:

- MS Word /drawing tools (there is a shape palette for flowchart symbols)
- MS PowerPoint /drawing tools (there is a shape palette for flowchart symbols)
- Inspiration / Free download at [<http://www.inspiration.com>]
- SmartDraw (Windows) Free download at [<http://www.smartdraw.com/specials/flowchart.asp>]
- Microsoft Visio (Windows) [<http://www.microsoft.com/office/visio/default.asp>]

If you choose to use a flowchart format, note that the directional arrows between tasks start at the bottom (lowest level task) and point up to the next higher level task all the way up to the goal. This is not the default arrow direction or process for creating a hierarchical chart in flowchart software applications

