



MAG Resources, LLC

MAG RESOURCES, LLC

HUMAN RESOURCES

Process and Task analysis (PT-01)

Department:_____

Date:_____

Analyst:_____

Task Number:_____

Department Supervisor:_____

Task:_____

Conditions of
Performance:_____

Actions Performed:

- a. _____
- b. _____
- c. _____
- d. _____
- e. _____
- f. _____

Performance Measure:_____

Process & Task Analysis

The template that follows is designed to help you identify the component parts of the process you want to train. The final portion of the template includes space to write down each of the critical steps involved in any particular task. Use a new template for each task you need to analyze. Make as many copies as you need. Use as many of the lines provided as needed and use the back of the sheet if you require more room. Attach copy of flow chart and best practice sheets to analysis.

You will be writing task statements. A task statement is a statement of a highly specific action. It always has a verb and an object.

Conditions of performance are a description of the circumstances under which the task is performed. Some things to keep in mind when identifying the conditions are:

- How often is it performed?
- When is it performed?
- Is the task dependent on anything else before it can be performed?

Critical Tasks refer to what specific tasks the performer must do in order to complete that process. For example:

- Staple the first 5 sheets together.
- Save the JPEG file to the appropriate folder.
- Import the file into the document.

The information collected during the task analysis will be used later when you write the learning objectives and also when you develop the content.

Performance measure refers to how you and the performer will know whether they have achieved a desired level of proficiency with the task. For example:

1. Save the file as a JPEG before importing it into the document 100% of the time.