

How to do a Task Analysis

1. List all the tasks you can think of.
2. Determine which are knowledge tasks and which are psycho-motor or performance tasks.
3. Diagram the main psycho-motor tasks in a left to right fashion to complete your **Procedural Task Analysis**.
4. Diagram the procedural sub-tasks in a left to right fashion.
5. Add any additional procedural tasks not on your original list.
6. Add the appropriate knowledge tasks under your procedural tasks to complete your **Hierarchical Task Analysis**. Start at the bottom with the simplest sub task and work your way up to the most complex.
7. Walk through the process yourself looking for missing tasks or anything that doesn't make sense.
8. Get a peer to walk through your analysis to see if it makes sense.
9. Get a content expert to evaluate your analysis for completeness and accuracy.

Remember:

Procedural Task Analysis =

- Psycho-motor tasks, performance or skills.
- Procedural tasks are diagrammed left to right.
- Procedural tasks can be learned in any order, but must be performed in order shown on task analysis.

Hierarchical Task Analysis =

- Knowledge or intellectual skills
- Hierarchical tasks are diagrammed from top to bottom.
- Hierarchical tasks must be learned and performed in the order shown.

Nearly all tasks are a combination of **Procedural** and **Hierarchical** types. They go by the technical Term, **Combination Task Analysis**.