

1.0 Performing Task Analysis

This section provides guidance on how to perform a task analysis. While performing a task analysis may appear to be an unnecessary task, the time you spend in this planning phase will allow you to be more efficient when writing your actual procedures.

The objectives of performing a task analysis include

- Classifying tasks according to Employee Work Profile (EWP) expectations
- Identifying tasks
- Generating a task list
- Applying task lists to generate procedural writing

In this section, you will find the following modeuls:

- 1.1 Defining Task Analysis
- 1.2 Preparing a Task List