Appendix B

Task Analysis Template

**Performance** (What is the job activity?)**:**

**Triggering Event** (When should you begin this performance?)**:**

**Ending Event** (When is this performance complete?)**:**

|  |  |
| --- | --- |
| **Task:** | |
| **Materials Needed:** | **Location of Materials:** |
|  |  |
|  |  |
|  |  |
|  |  |
| **Task Steps:** | |
| 1. **Step 1**  * 1. **Sub-step/Decision Point Option (if applicable)**  * + 1. **Further rationale/explanation (if applicable)**  1. **Step 2**    1. **Sub-step/Decision Point Option (if applicable)**       1. **Further rationale/explanation (if applicable)** 2. **Step 3**    1. **Sub-step/Decision Point Option (if applicable)**       1. **Further rationale/explanation (if applicable)** 3. **Step 4**    1. **Sub-step/Decision Point Option (if applicable)**       1. **Further rationale/explanation (if applicable)** 4. **Step 5**    1. **Sub-step/Decision Point Option (if applicable)**       1. **Further rationale/explanation (if applicable)** | |
| **Permanent Products:** | |