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:**  |