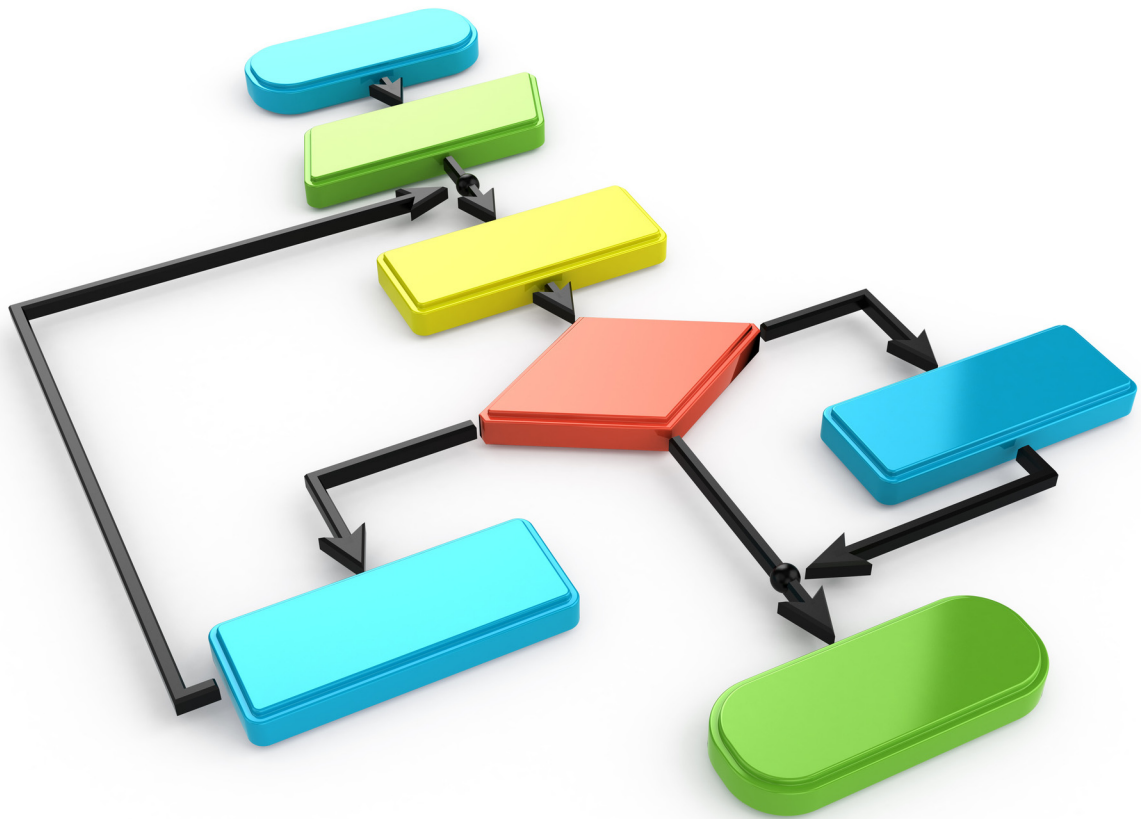# Task Analysis Tips

The What, Why, and How

ELEARNING SERIES

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Task Analysis for Instructional Design

Instructional designers perform detailed task analyses in order to **analyze** and **articulate** the skills that learners will be expected to know how to perform **upon completion** of an eLearning.* Without an in-depth understanding of what learners need to learn, an instructional program may not adequately cover all the essential topics, tasks, or principles.

Why Do a
Task Analysis?

Task analysis is performed in order to:

▸ Determine instructional **goals** and **objectives**

▸ Define and describe in detail **tasks** and **sub-tasks** that the student will perform

▸ Specify the **knowledge type**** that characterizes a job or task:

  • Declarative — awareness of some object, event, or idea, i.e., *knowing that*

  • Structural — the knowledge of how concepts within a subject are interrelated, or *knowing why*

  • Procedural — how learners use or apply their declarative knowledge, i.e., *knowing how*

▸ Select **learning outcomes** appropriate for instructional development

▸ **Prioritize** and **sequence** tasks

▸ Determine instructional **activities** and **strategies** that foster learning

▸ Select appropriate **media** and learning **environments**

▸ Construct performance **assessments** and **evaluation**

 * Jonassen, Tessmer, & Hannum (1993)
** Jonassen, Beissner, & Yacci (1993)

Task Analysis for Instructional Design

How Do I Perform a Task Analysis?

The task analysis process consists of **five** distinct functions:

- ▸ **Classifying** tasks according to learning **outcomes**

- ▸ **Inventorying** tasks – identifying tasks or generating a **list** of tasks

- ▸ **Selecting** tasks – prioritizing tasks and choosing those that are more **feasible** and **appropriate** if there is an abundance of tasks to train

- ▸ **Decomposing** tasks – identifying and describing the **components** of the tasks, goals, or objectives

- ▸ **Sequencing** tasks and sub-tasks – defining the **order** in which instruction should occur that will best **facilitate learning**

When preformed properly, a detailed task analysis sets expectations, clarifies goals, and simplifies the development process, ultimately producing a more effective and memorable tutorial.

Other Resources

- ▸ SCORM Watch
- ▸ PowerPoint to Captivate: A Step-By-Step Guide
- ▸ The Four Instructional Architectures

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