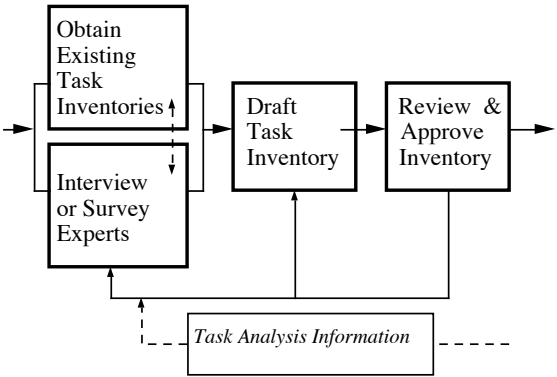


CHAPTER 10: Developing Task Inventories

KEY POINTS	FIGURES	EXERCISE/EXAMPLE
<p>DEFINITION:</p> <p>A <i>task inventory</i> is a list of the discrete activities that make up a specific job in a specific organization.</p>	<p>Figure 10.1. Developing a Task Inventory.</p>  <p style="text-align: right;">©Richard A. Swanson 1994</p>	<p>Discuss the two examples of task inventory statements below:</p> <ol style="list-style-type: none"> 1. Repair machinery. 2. Repair production-robot grippers. <p>Which of these is an example of a GOOD task inventory statement, and why?</p> <p>Which of these is an example of a BAD task inventory statement, and why?</p>
<p>FOUR KEY CRITERIA FOR A GOOD TASK INVENTORY:</p> <ol style="list-style-type: none"> 1. <i>Comprehensive:</i> All work activities. 2. <i>Immediate:</i> Task unit intermediate in specificity; between job cluster/function and step-by-step procedure. 3. <i>Discrete:</i> Each task distinguishable; definite beginning and ending. 4. <i>Active:</i> Action verb + object of the action. 		<p>The items below represent task inventory statements. Please judge the following statements and place a "T" next to the items that meet the four criteria of a good task inventory statement.</p> <p>You will find that some of the items are too general and belong in a job description. Others are too specific and are more akin to procedural steps.</p> <ol style="list-style-type: none"> ___ 1. Conduct a market analysis. ___ 2. Analyze and report data. ___ 3. Check final product quality against standards. ___ 4. Obtain stock price quotation. ___ 5. Sign purchase orders. <p>Be prepared to discuss your answers.</p>