

# [Perform a task analysis](https://assignbuster.com/perform-a-task-analysis/)

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Performing a Task Analysis Lecturer Performing a Task Analysis A task analysis breaks down the functions that a product or a system performs into a number of tasks or subtasks with the aim of describing how the product or system works. The objective of performing task analysis of a given product is to understand how the product works by determining the required inputs, methods and outputs, as well as determining the intentions or goals of the product in a bid to clearly understand the product (Fain, 2006). Task analysis begins with task identification, which involves the analysis of all user actions of the product. One can get information about task identification by observing people using the product (or recalling how the person uses the product) or from the product’s technical documentation (especially user manual). This is followed by task classification into initial setup, product use, troubleshooting and maintenance, which is followed by task prioritization. The final part of task analysis is the development of task scenarios or task sequence, which arranges product tasks into the way they operate (Fain, 2006). This paper develops task analysis for a mobile phone.   
Goals   
The primary goal of using a mobile phone is to communicate with other people having mobile phones by calling them, receiving calls from them, texting or receiving text messages from them. A mobile phone also stores date and time and it helps a person to know date and time. Other functions of the mobile phone include reminding a person about important activities, such as meeting, acting as an alarm to help someone to wake up as desired or perform a desired task at a given time and listening to songs stored in the mobile phone.   
Task Prioritization   
Task prioritization is based on the importance of the task. For instance, communicating is considered the primary goal of the mobile phone, and it is, therefore given first priority. Second priority tasks are secondary tasks while third priority tasks are tertiary and are not necessary.   
Priority number 1   
1. Communicating   
Talking   
Texting   
2. Maintenance   
Priority number 2   
1. Checking date and time   
2. Acting as an alarm   
Priority number 3   
1. Reminding about important events   
2. Entertaining   
i. Listening to songs saved on the mobile phone   
Tasks Identification   
A mobile phone performs the following main tasks, which are classified as main and subtasks. The tasks are also classified as initial setup, general usage and maintenance tasks.   
Task Classification   
Main Task   
Sub Tasks   
Initial setup   
Inserting battery   
Assembling the phone   
Inserting card   
Getting the desired simcard   
Inserting it on phone   
Switching on the phone   
Making initial setting   
Setting date and time   
Setting profile   
Loading airtime   
Charging the phone   
General usage tasks   
Communicating   
Making a call   
Receiving a call   
Sending a short message   
Reading a short message   
Setting alarm   
Setting desired alarm time   
Setting desired ringtone   
Setting desired snooze time   
Setting reminder   
Setting desired remind time   
Setting desired ringtone   
Checking date and time   
Checking date and time   
Maintenance   
Recharging the phone   
Inserting charger to wall outlet   
Inserting charger to the phone   
Switching on power   
Waiting for phone to charge fully   
Switching off power on wall outlet, removing phone from charger and removing charger from wall outlet   
Dusting the phone   
Switching off the phone   
Checking if the phone has dust   
Dusting the phone as required   
Troubleshooting   
Checking why the phone is not doing some operations (this may require consulting technical advice or checking user manual)   
References   
Fain, W. B. (2006). Georgia Tech Research Institute Accessibility Monograph Series: A Study of Accessibility Issues and Potential Design Solutions for Designers, Procurement Officials, and Consumers. Georgia Tech Research Institute.