

# [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.