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| Task Analysis/Task Planning Handout |
| Before you start work on the next assignment, work with your team to consider each of the following planning steps:   1. Reread the assignment prompt. 2. What are the goals of the assignment/ What will you achieve or understand if you complete this assignment successfully? What will you need to demonstrate to satisfy the assignment requirements? 3. What are the criteria for evaluation of this assignment? Is there a rubric, list of expectations, or a grading grid? 4. What resources or materials (e.g., readings, access to the library) will you need if you are to complete this assignment? How will you access those materials? 5. Write down all the steps you'll need to take to successfully complete the assignment. 6. Go through the list of steps and note next to each one how much time you think you’ll need to complete the step. 7. Given the assignment due date, make yourself a plan: a schedule for completing each step along the way in this assignment. Try to be realistic. Given your other commitments, academic and otherwise. |
| Adapted from Gooblar, *The Missing Course*, p. 94 |