

## 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><b>Figure 10.1.</b> 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"> <li>1. Repair machinery.</li> <li>2. Repair production-robot grippers.</li> </ol> <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"> <li>1. <i>Comprehensive:</i> All work activities.</li> <li>2. <i>Immediate:</i> Task unit intermediate in specificity; between job cluster/function and step-by-step procedure.</li> <li>3. <i>Discrete:</i> Each task distinguishable; definite beginning and ending.</li> <li>4. <i>Active:</i> Action verb + object of the action.</li> </ol>		<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"> <li><input type="checkbox"/> 1. Conduct a market analysis.</li> <li><input type="checkbox"/> 2. Analyze and report data.</li> <li><input type="checkbox"/> 3. Check final product quality against standards.</li> <li><input type="checkbox"/> 4. Obtain stock price quotation.</li> <li><input type="checkbox"/> 5. Sign purchase orders.</li> </ol> <p>Be prepared to discuss your answers.</p>