

Task Analysis

A Task Analysis is an activity that helps identify and prioritize the top 10-15 user-centered tasks. Use this guide to create a Top Task List for your own project.

Critical & Common Tasks

List your user's most critical tasks.

Tasks required to fulfill an organizational promise

[illegible]

List your user's most common tasks.

Tasks at least 80% of your users want to perform

[illegible]

Top Task List

Combine critical and common tasks into 1 list

Put the critical tasks at the top of the list.

[illegible]

Delete similar tasks

If 2 or more tasks have similar workflows, delete all but 1.

[illegible]

NOTE:

The list left after deleting similar tasks is your top task list. Try to keep this list between 10-15 tasks.