



## MEMORANDUM

Date: October 5, 2016  
To: King Sahlimon Inc. employees  
From: Douglas R. Sahli  
Subject: Task Analysis Project

### INTRODUCTORY SUMMARY

Most employers demand from their employees the ability to analyze how a task is to be accomplished and to express that analysis in verbal and/or written form. You will be developing this skill in this exercise. The specific guidelines follow.

### GUIDELINES

1. Work alone.
2. Select a task, which you routinely perform in school or on a job you have now or once had.
3. Submit an outline of the steps involved in the process of performing the task. The outline must be broken down to topics and groups. NO long list of steps
4. Write the report in memo format. Your “to” recipient depends mostly on who will be using the information in your report. Follow the process description guidelines discussed in class or covered in chapter 8.
5. Submit the report to the person most likely to make use of the report. A second copy will be given to the instructor for evaluation. Report does not actually need to be given to that person, but it must be addressed to someone who would need your information.
6. Write simply, directly, clearly. Explain each step of the process. Be sure to include all the necessary steps in logical order and define all key terms.
7. Present information in a formal presentation to staff. This presentation will make use Power Point and other available technology.
8. Dates will be presented according to classroom activity...the more focused we are-the more time we receive. We will start short

### IMPORTANT DATES

OUTLINE	
REPORT	
FORMAL PRESENTATION	

### SPECIFICATIONS

This project utilizes information-old and new. I expect you to be complete and exact. The outline must be coherent and exact. You cannot use my computers for non-class activities or your PHONES for anything until I have seen and evaluated your outline. **Visible phones will be taken.** The formal presentation will be 5-10 minutes in length. Practice presentation without power point so the presentation is more than just you reading off of the screen. Print the PP screens as notes to keep focused. **Presentation needs introduction** rather than “I did mine on...” To make sure you can be complete without being monotonous, I will deduct for both over and under time.