

Sample Task Analysis

(This is a sample of a project timeline, modify as needed.)

This task analysis is designed to determine the goals and objectives that are needed in the steps to finishing an assignment or task successfully. The steps to the assignment or task should be listed in the order necessary to finish the final product. The following is a sample of what a task analysis for finishing a research paper might look like.

Project: Research Paper

Date Due: February 27th

Date Assigned: January 27th

Week One: January 27 – February 4

- Topic picked out and approved by teacher
- Five resources: highlight bibliography information
- Begin reading sources

Week Two: February 4 – February 11

- Finish reading sources
- Outline of paper
- Write introduction paragraph with thesis sentence

Week Three: February 11 – February 18

- Rough Draft
 - Outline
 - Introduction
 - Body
 - Conclusion
 - Bibliography

Week Four: February 18 – February 25

- Proof-read paper
- Final corrections on paper including spelling and grammar
- Final paper ready to hand in

