

# **SOS POLITICAL SCIENCE AND PUBLIC ADMINISTRATION**

## **MBA HRD 402**

### **SUBJECT NAME: MANPOWER POLICY AND PLANNING**

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#### **UNIT-V**

#### **TOPIC NAME: TASK ANALYSIS**

### **TASK ANALYSIS**

Task analysis is the process of learning about ordinary users by observing them in action to understand in detail how they perform their tasks and achieve their intended goals. Task analysis helps identify the tasks that your website and applications must support and can also help you refine or re-define your site's navigation or search by determining the appropriate content scope.

Task analysis may have several levels of inquiry, from general to very specific. In addition to market research, competitive analysis, and web metrics analysis, you can identify top tasks through various research techniques such as:

1. Identify the task to be analyzed.
2. Break this high-level task down into 4 to 8 subtasks. The subtask should be specified in terms of objectives and, between them, should cover the whole area of interest.
3. Draw a layered task diagram of each subtasks ensuring that it is complete
4. Produce a written account as well as the decomposition diagram.
5. Present the analysis to someone else who has not been involved in the decomposition but who knows the tasks well enough to check for consistency

## **DEFINITION:**

Task analysis is a business methodology of analyzing employee tasks to improve the way core business processes are being run within a company, helping organizations to become more efficient.

Task Analysis enables the effective management of employee's tasks using accurate working time recording, monitoring and analysis. Only through analysis of the data that you can begin to understand employee behavior, identify working trends and discover where work can be made more efficient. Together these enable to accurately model and predict future employee behavior and lay a foundation for improving business performance.

## **TASK ANALYSIS LIFECYCLE**

The Task analysis activities are grouped into five categories such categories as time recording, prioritization, monitoring, analysis and optimization are given below:

**Time Recording** is where the actual time for each of the activities is recorded. Time can be recorded by the employees themselves or by automatic time data collection. Precise account of working time according to definable rules, recorded real-time.

**Prioritization** is where the strategic decisions are carried out. Priorities are refined based on importance and urgency. Employee resource planning and task scheduling is set across all employee activities.

**Monitoring** measures task-related performance using key performance indicators to monitor how the strategy is performing. Monitoring uses three main parameters; Time, Priority and Cost. Understanding where the inefficiencies in the process are key for future improvement.

**Analysis** is the most critical to lifecycle success. The aim of this stage is to analyze the records gathered through monitoring and to compare them with an a priori time plan. Analysis enables to detect discrepancies between the time plan execution and the a priori model, as well as to analyze bottlenecks.

**Optimization** is where strategic decisions and priorities are refined based on the analysis. Employee resource planning and task scheduling is revised and integrated across all employee activities.

## **TASK MANAGEMENT STRATEGIES**

Task management strategies define the ordering the employee tasks to improve employees performance. The decisions focus on deciding on order of task completion. Completing the top difficult tasks earlier enables an easier and less Stressful effort to complete the rest of the tasks:

Cycling Downhill - Completing the most difficult task first, then the next most difficult task following in the list, and so on.

Prioritizing by Importance - Completing the most important task first, then the next most important task following in the list, etc.

Prioritizing by Urgency - Completing the most urgent task first, then the next most urgent task following in the list, etc.

Eisenhower Method - Completing tasks in order of importance from the bottom upward.

## **BENEFITS OF TASK ANALYSIS**

While it might seem obvious to some, long-term investigation and analysis into each and every aspect of a business should be commonplace throughout any industry. Regardless of what you offer or sell, there is always something that can be improved, and more of the market that can be taken in and controlled. task analysis Task analysis allows a definition of what the expected outcome of any given situation is, and allows for staff to know what they should be aiming for more regularly - and what they should not be doing, also.

### **Cutting out Errors**

It helps cut out mistakes and common procedural errors that can be made, totally unaware of their consequences. One of the most powerful asks of task analysis, though, is the massive amount of time that it allows people for to actually get to grips with modern working reality.

Many of us steam headlong into tasks without any real depth of knowledge or understanding of what we are doing - this is not good news! When analysis is used, though, we can save huge amounts of time by coming to the right conclusion at the first time of asking.

### **Developing Your Staff**

One of the biggest problems business' face is that analysis at a high-end spectrum is not a widely taught subject, so many people are unaware of the pressing and key aspects of analyzing a task properly. This is why ensuring that your workforce understands and embraces task analysis can be so important. It can help develop your staff for you, ensuring that they are beginning to find their own mistakes and develop genuine initiative.

## **Lead the Way**

One thing that many people struggle with is being able to take the lead and show genuine skills of understanding the way forward in any given situation. With the right moves forward and the right impression set through making analysis a habit, though, it becomes much easier to get your staff to fall in line and work with you in this manner.