The ACL Data Analysis Form

Define organization and job:	Evaluation Criteria									
	A	**B**	**C**	**D**	**E**	**F**	**G**	**H**	**I**	
	Immediacy of Performance	Safety Hazard Severity	Criticality of Performance	Frequency of performance	Probability of inadequate perf	Difficulty of Performance	Task Delay Tolerance	Percent Performing	% of time performing	Final Rating

#1

Define the organization and how the task data is important to the organization.

Identify the job family that the tasks belong.

#2
Select the criteria that will be used to rate the task. Tailor criteria to meet the needs of the Task Analysis and the goal of the training..

	A	B	C	D	E	F	G	H	I	Final
Task 1										
Task 2										
Task 3										
Task 4										
Task 5										
Task 6										
Task 7										
Task 8										
Task 9										
Task 10										
Task 12										
Task 13										
Task 14										
Task 15										
Task 16										
Task 17										
Task 18										
Task 19										
Task 20										

#3

List all the tasks to be evaluated or rated.

The tasks are derived from the Task Analysis.

#4
Have subject matter experts and stakeholders rate each of the criteria.

The final rating for the task is the average of the scores.

Weighting can be used if desired, but makes the analysis more complicated.

Rate each criterion by its importance to task accomplishment. (2, 4, and 6 are used as intermediate values.)

7 – Essential   5 – Strongly Important   3 – Important   1 – Weakly Important   0 – Not Necessary

This evaluation instrument adapted from MIL-HDBK-29612-2A, Instructional Systems Development/Systems Approach to training (ISD/SAT), Page 74, dated 31 August 2001.