

## The ACL Data Analysis Form

Define organization and job:	Evaluation Criteria										
<div style="border: 1px solid black; padding: 5px; text-align: center; color: red; font-weight: bold;">                     #1                      Define the organization and how the task data is important to the organization.                      Identify the job family that the tasks belong.                 </div>	A	B	C	D	E	F	G	H	I	Final Rating	
	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		
	<div style="border: 1px solid black; padding: 5px; color: red; font-weight: bold;">                     #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..                 </div>										
Task 1											
Task 2	#3  List all the tasks to be evaluated or rated.  The tasks are derived from the Task Analysis.										
Task 3											
Task 4											
Task 5											
Task 6		<div style="border: 1px solid black; padding: 5px; color: red; font-weight: bold;">                     #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.                 </div>									
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											
Rate each criterion by its importance to task accomplishment. (2, 4, and 6 are used as intermediate values.)											
<b>7 – Essential    5 – Strongly Important    3 – Important    1 – Weakly Important    0 – Not Necessary</b>											
<i>This evaluation instrument adapted from MIL-HDBK-29612-2A, Instructional Systems Development/Systems Approach to training (ISD/SAT), Page 74, dated 31 August 2001.</i>											