## TASK INVENTORY

### *Existing Task Inventories*

A review of various job-descriptions from several sources led to the compilation of the existing task inventories, which are as follows:

- ↻ Designs and develops instructionally sound curricula and course materials, including facilitator guides, flowcharts, storyboards, participant workshops, and job aids.
- ↻ Works on multiple assignments/projects simultaneously.
- ↻ Works independently or collaborates with an internal team.
- ↻ Ensures compliance with legal and governmental requirements, regulations and standards, as well as assuring quality.
- ↻ Assesses and evaluates programs including content and tools.
- ↻ Leads change initiatives when needed.
- ↻ Demonstrates thorough knowledge of the ID process in paper and web-based courseware development.
- ↻ Works with subject matter experts (SMEs).
- ↻ Effectively communicates when working with clients.
- ↻ Demonstrates strong organizational skills.
- ↻ Works on the design of online and/or blended learning courses

For instance, figure 1, illustrates how an ID task of "apply industry best practices" can be broken down into further sub-tasks. $T_0$ indicates task at the macro level, whereas, $T_1$ is the sub-task of $T_0$ and $T_2$ is the sub-task of $T_1$. This is a visual depiction of inventory from the existing list of tasks.