

## Mastery Task Definition/Update Form

Instructions: The information in this form will be used to create/update the following resources: Structured on the Job Training (SOJT), certification tests, and technical reference documentation. Your input is crucial to the definition of how these tasks should **best** be performed.

1. Copy this form from the WNCC web site to your hard drive.
2. Fill out the form online and save it to a file named <taskname>.doc.
3. Email the form to the appropriate person as indicated in each section.

**Note:** To use this form online, use the tab or arrow keys between fields. Press the space bar to check boxes.

Section A – Task Information. To be filled out by the Manager.			
Manager/Submitter's Name:	Date:		
Phone Number:	Department/group:		
Mastery Task Name:	Task Number:	Duty Name/Number:	
Task Level:	Is the task certifiable? Yes: <input type="checkbox"/> No: <input type="checkbox"/>		Node:
Nature of the change: New Task: <input type="checkbox"/> Update to Existing Task: <input type="checkbox"/>			
If this is an update to an existing task, what is the nature of the change?:			
Content: <input type="checkbox"/> Task Name: <input type="checkbox"/> Task Level: <input type="checkbox"/> Certification status: <input type="checkbox"/> Obsolete: <input type="checkbox"/>			
Describe the changes:			
<b><i>If the change is only to the task name, level, or certification status, do not fill out the rest of section A; just save the form as &lt;taskname&gt;.doc, and email it to the writer. Otherwise, continue with Section A.</i></b>			
Describe the purpose and scope of the task, including how often it is done:			
Content Owner/SME:	Reviewers: Reviewer 1: Reviewer 2: Reviewer 3:		
Date Content due to writer:		Assigned writer:	
<b><i>Save the form as &lt;taskname&gt;.doc then email it to the assigned Content Owner/SME and the writer.</i></b>			

Section B – Task Details. To be filled out by the Content Owner
What is the triggering event for the task (when/why is the task done)?
What is the average time it should take to complete the task?
What prior notification is required before beginning the task?
What does the user need to know before beginning the task (tools and equipment needed, unique safety concerns, information required)?
Describe the procedural steps. Be sure to identify the purpose and system response for each step:
Related Topics or vendor documentation to link to:
Date Completed:
<b><i>Save this form as &lt;taskname&gt;.doc and email it to the assigned writer.</i></b>