

STANDARD TASK ANALYSIS FORM

6/2/2011

Duty/Task: C-1 Establish product listing and cost									
STEPS (Required to Perform the Task)	PERFORMANCE STANDARDS (Observable & Measurable Criteria)	TOOLS, EQUIPMENT, SUPPLIES & MATERIALS (Needed)	REQUIRED KNOWLEDGE AND SKILLS (Math, Science, & Language)	SAFETY (Concerns)	WORKER BEHAVIORS (Important to Worker Success)	DECISIONS (Identify Decisions that Must be Made by the Worker)	CUES (Identify the Data Needed for Making Correct Decisions)	ERRORS (Indicate What May Result if Incorrect Decisions are Made)	
1 Review the crop production plan and the varieties selected for the coming year	1 Reviewed the crop plan and accurately determined the crop varieties that will be offered in the coming year	1 Computer, crop production plan	1 Computer skills, analytical skills	1 N/A	1 Thorough, accurate, detail oriented	1 What am I planning to plant this season?	1 Crop production plan	1 Won't be able to provide customers an accurate product list, may disappoint shareholders	
2 Record the crop and varietal selections in a product list	2 Accurately developed a product list that specified crops and varieties that will be offered	2 Computer, word processing software	2 Computer skills, analytical skills	2 N/A	2 Accurate, conscientious, detail oriented	2 What crop and product selections should be on my list? What form will that list take?	2 Crop production plan	2 Won't be able to provide customers an accurate product list, may disappoint shareholders	
3 Establish selling price for each share	3 Determined an accurate share price for the coming year	3 Calculator, crop production budget, previous farm records, future production costs	3 Basic math skills, decision making skills, planning skills, organizations skills	3 N/A	3 Accurate, visionary, business-minded, decisive	3 What should my share selling price be? Will I make my profit goals at that price? How do I cover contingencies such as a spike in diesel fuel?	3 Production costs, expected profit levels	3 May not meet profit goals, may lose money	
4 Publish product list and share price on website, CSA application and on information sheet	4 Published an accurate product list and share price on all CSA promotional materials/sites	4 Computer, word processing software, website, printer, CSA share application form	4 Computer skills, communication skills	4 N/A	4 Thorough, accurate, detail oriented	4 Where should the product list and share prices be published for customers and potential customers?	4 CSA marketing plan	4 Customers won't know prices, won't sell shares, could be a bad year	
Analyst: John Moser			Specific Relevant References:						
Expert Workers:									
Al Welch									
Brad Bergefurd									