

The ACL Data Analysis Form

Define organization and job:	Evaluation Criteria									
	A	B	C	D	E	F	G	H		
	Immediacy of Performance	Safety Hazard Severity	Criticality of Performance	Frequency of performance	Probability of inadequate performance	Difficulty of Performance	Task Delay Tolerance	% of time performing	Final Rating	Ranking
The Pet House – A chain of pet warehouses along the eastern seaboard that are growing rapidly. They advertise that the warehouse provides a new experience for both the pet and the pet owner. The Groomer – While only 5% of the chain’s business, the grooming salon is a vital part of the new experience.										
Task 1 Prepare dog for Bath (Brush & comb)	7	6	7	7	1	7	7	20%	42	2
Task 2 Bath dog	7	7	7	7	1	5	7	20%	41	3
Task 3 Dry dog	7	6	7	7	1	5	7	20%	40	4
Task 4 Perform Sanitary trims	5	6	6	6	1	3	3	2%	30	7
Task 5 Clean & pluck ears	5	0	6	6	1	6	2	5%	26	9
Task 6 Regular cut/groom	7	7	7	7	1	7	5	15	41	3
Task 7 Special cut/groom	5	5	7	5	1	7	5	5	40	4
Task 8 Clean teeth	5	4	6	6	1	3	1	2	28	8
Task 9 Trim nails	5	6	6	6	1	3	1	3	31	6
Task 10 Clean up accidents	4	0	6	6	3	3	5	1	28	8
Task 12 Maintain shop cleanliness	4	5	6	6	3	3	4	2	33	5
Task 13 Stock retail supplies	1	0	2	2	7	0	0	2	14	11
Task 14 Handle temperamental dogs	5	7	7	7	3	5	7	3	44	1
Task 15 Assemble supplies for bathing	3	2	0	4	7	0	0	1	17	10
Task 16										
Task 17										

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.

