

# TASK BREAKDOWN TEMPLATE

## Sample process (templates follow):

Before beginning: Go for a ride on the route

- Become acquainted with your own embodied experience and observant of what you do while cycling
- If doing from the perspective of a specific type of person, have them do steps 1 and 2 of the Task Breakdown with you after a ride

Step 1: Brainstorm

- Lay out sticky notes or numbered task list

Step 2: Vivid descriptions

Step 3: Visual representations

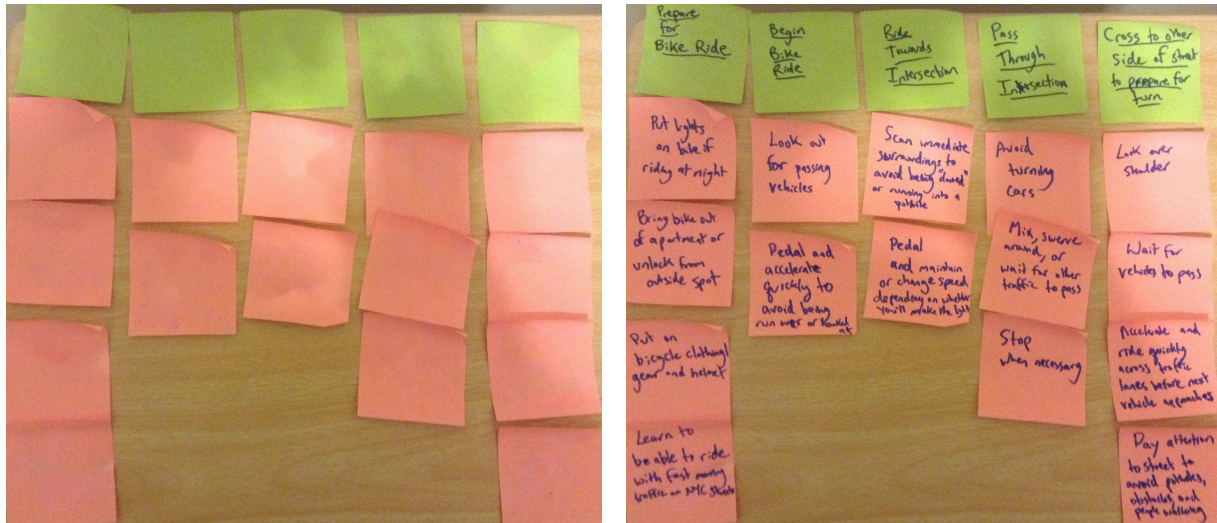
- Hierarchy or flowchart diagram
- Visual representation of key steps: map with callouts

Step 4: Detailed analysis

- Table analysis of different tasks by attribute
  - Optional: comparison across modes

## Step 1: Brainstorm

Brainstorm tasks required with sticky notes:



Numbered list:

1. [Task]
  - a. [Subtask]
  - b.
  - c.
2.
  - a.
  - b.
  - c.
3.
  - a.
  - b.
  - c.

## Step 2: Vivid descriptions

-Write out in more detail from brainstorm; detail can be as deep as needed

-Think about the “Physical, perceptual, and cognitive activities involved with each task”

([Usability BoK](#))

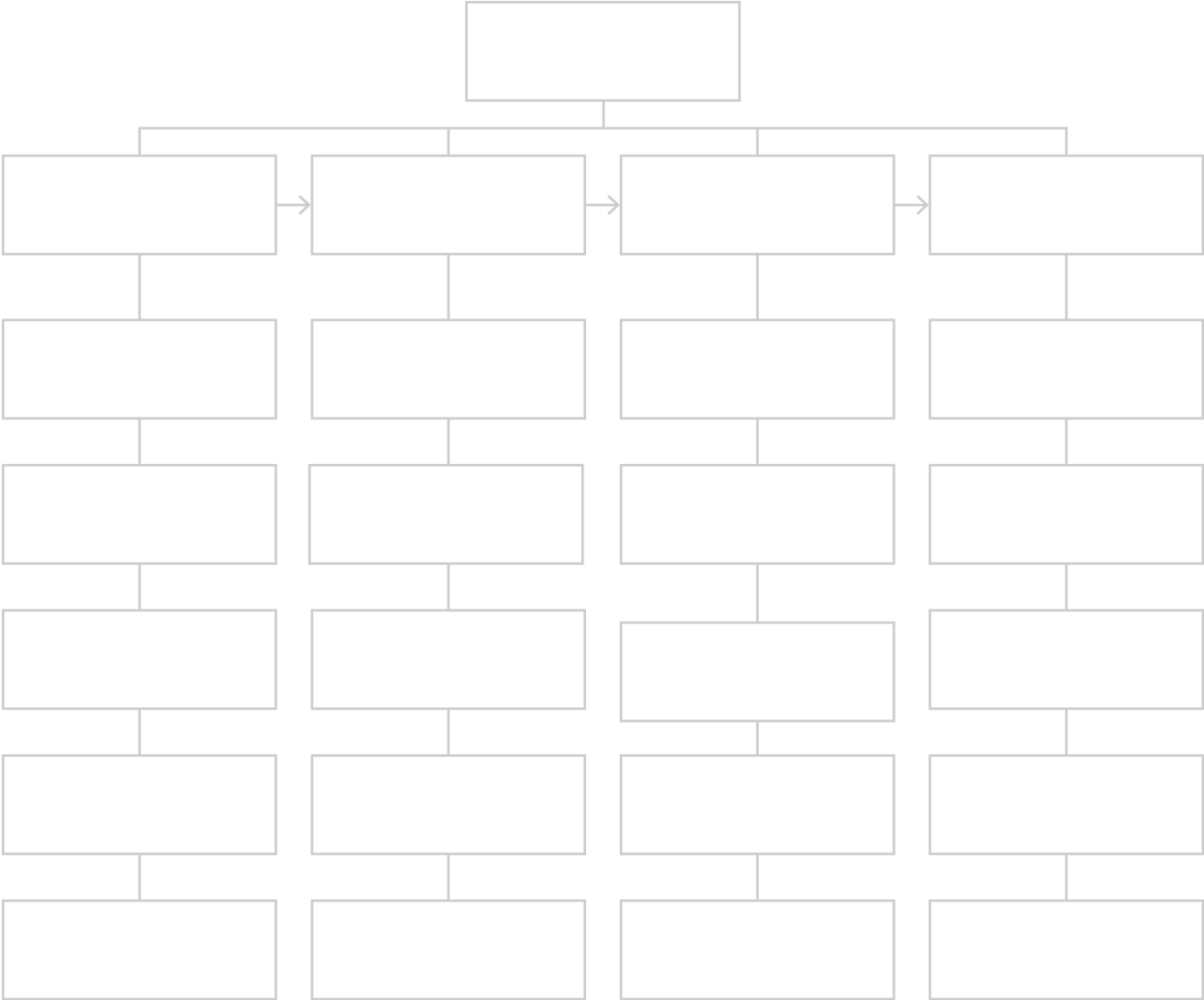
-This is the story: think about the “nuances, motivations and reasons behind each action” ([Interaction Design Foundation](#))

**Step 3: Visual representations**

Task hierarchy - flowchart diagram:

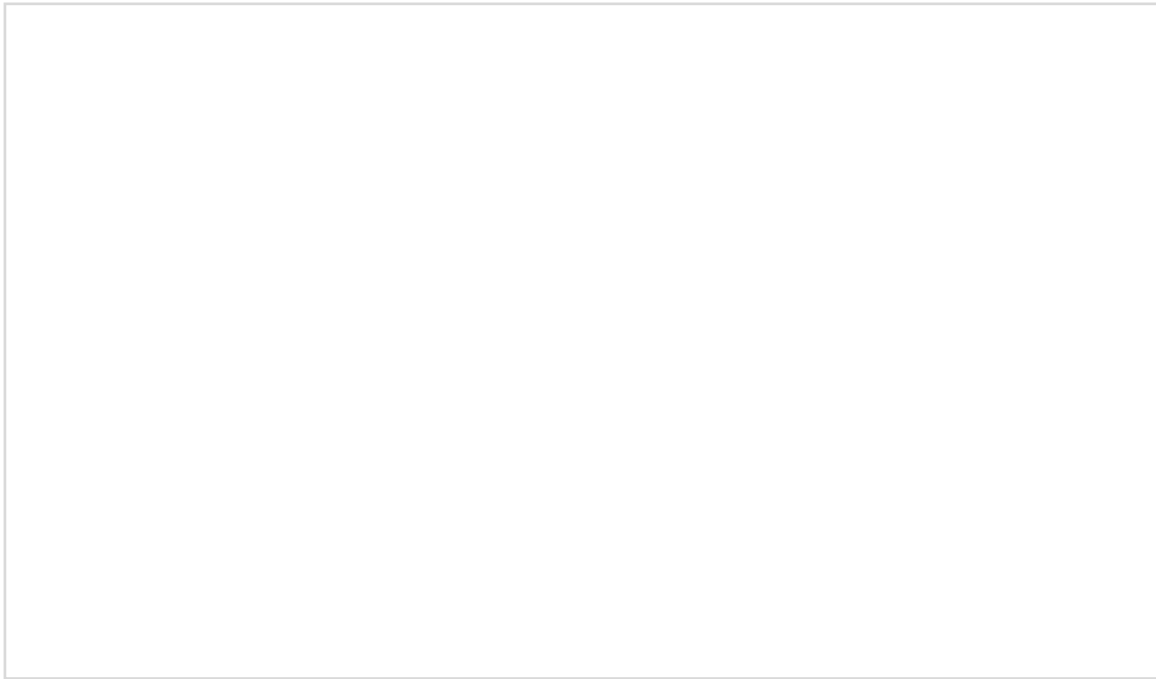
*\*Visualization option if you used a numbered list instead of sticky notes in Step 1*

Reference: [Academic paper](#) | [Diagram examples](#)





Key steps: map with callouts



*Note: If done with participant(s), get permission for outputs you produce from session*

## Step 4: Detailed analysis

Table analysis of different tasks by attribute

### CONTEXT:

1. These are sample criteria to identify interventions to improve cycling experience (e.g. to improve or reduce tasks). This is just one framework for breaking down and improving a cycling journey. Effort required while cycling can also sometimes be a positive thing. Think about the criteria you want to use, and come to a decision on how you want to improve the people's experience.

2. Use this in conjunction with your hierarchy diagram or tasks laid out on sticky notes. Perhaps certain (sub-)tasks stick out to you from latter two, and you use this table for deeper analysis.

		Cyclist work required					Implementation considerations	
		Physical	Perceptual	Cognitive	Task duration	Task complexity	Ease of change	Trial possible?
Task 1	Sub-task 1							
	Sub-task 2							
	Sub-task 3							
Task 2	Sub-task 1							
	Sub-task 2							
	Sub-task 3							

### SAMPLE KEY

Minimal work Short duration Low complexity Easy to implement Trial possible	Some work	Significant work	Lots of work Long duration High complexity Hard to implement Trial not possible
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Consider first the work required by the person cycling and the task's relative duration and complexity. Then think about interventions that could address these, and estimate how easy these would be to implement, and if a trial is possible.

Optional: comparison across modes

Build out a high level breakdown of the major tasks for each mode on a route. These are the tasks that require significant effort or time. They do not need to focus into the finer-grained experiential aspects to the extent done to understand the cycling experience. These are sample criteria to compare across modes, meant to be tweaked by you.

	Work required					
	Physical	Perceptual	Cognitive	Amount of tasks	Overall effort	Total time
Cycling						
Driving a car						
Walking						
Taking public transport						
Shared micro-mobility						

[Download .xls of tables here](#)