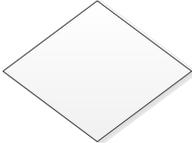


Graphical Format

When creating a graphical goal analysis, you have a few symbols you'll need to use. You will use these same symbols when completing your subskill analysis as well.

Use this symbol...	For this reason...
	<p>Show a process step. This will be the primary shape in your analysis document since most items are statements of what the learners will be able to do.</p> <p>Steps in this shape will all start with an action verb and will show what the learner will be able to do in this step.</p> <p>One thing to keep in mind: One process step = one verb. If you find yourself putting more than one verb in a step, divide the step into two boxes.</p>
	<p>Show a decision in the process. You will use these whenever the flow will be different depending on different circumstances.</p> <p>Write decisions as a question. They can have yes/no answers or could have other answers that make sense to the decision. Will have at least two outgoing line connectors and can have more if necessary.</p>
	<p>Use an arrow to connect two shapes. The arrow's direction shows the flow of the analysis. When using an arrow with a decision, make sure to include the answers to your decision question on the appropriate line.</p>
	<p>Use a connector symbol when you want to connect two shapes and an arrow isn't practical.</p> <p>To use the connector, at the outgoing step draw an arrow from the last step to the connector and type a letter inside the connector. Then use another connector with the same letter and an arrow going into the next step.</p>
	<p>Use a dashed line to show entry level skills. You will use this primarily during the subskill analysis, but you might use it occasionally during a goal analysis.</p>

With both the graphical and outline formats, assign a number to all process steps and decisions for cross-referencing later. At the goal analysis level, the numbers will be 1.0, 2.0 etc. At the subskill level, the numbers below 1.0 will be 1.1, 1.2, etc. You can divide your analysis into more detailed levels (e.g., 1.1.1, 1.1.2) as needed.

Several software programs are built for flowcharting. Visio is one of the most common applications that does this for you. However, if you don't have Visio, you can use PowerPoint or Word to create your flowchart. PowerPoint is preferred because it handles graphics better than Word.