

## Sample Task Statements

Task Statements define what specific actions or outcomes must be accomplished to satisfy a requirement. They consist of verbs and nouns that objectively describe the outcome or performance requirement.

<a href="#">Analyze and define architecture baselines for the Program Office</a>
<a href="#">Analyze and support Process Improvements for XYZ System</a>
<a href="#">Analyze, scan, test, and audit the network for the Computer Lab</a>
<a href="#">Assess emerging technology and capabilities for the Computer Lab</a>
<a href="#">Assist in and develop Information Assurance (IA) policy and procedure documents for the Program Office</a>
<a href="#">Automate and generate online reports for the Program Office</a>
<a href="#">Capture, collate, and report installation safety issues for XYZ System</a>
<a href="#">Conduct periodic facility requirements analysis for the Program Office</a>
<a href="#">Conduct system assessments and analyses for the Program Office</a>
<a href="#">Conduct system testing, subsystem testing, and component testing for the Computer Lab</a>
<a href="#">Conduct, provide, support, and develop special studies, briefings, papers, and status reports for XYZ System</a>
<a href="#">Copy, collate, print, and bind technical publications and presentation materials for the Program Office</a>
<a href="#">Create and maintain systems administration documentation, logbooks, and procedure documentation for the Computer Lab</a>
<a href="#">Create and manage facility checklists for the Program Office</a>
<a href="#">Create, update, and provide storyboards and reports for the Program Office</a>
<a href="#">Design, develop, and distribute Curricula for the Program Office</a>
<a href="#">Develop and analyze program metrics for the Program Office</a>
<a href="#">Develop and integrate risk management plans and risk management strategies for XYZ System</a>
<a href="#">Develop and maintain Interface Control Documents (ICD) for XYZ System</a>
<a href="#">Develop and recommend mission assurance process improvements for the Program Office</a>
<a href="#">Develop handbooks, training courses, and computer based training for the Computer Lab</a>
<a href="#">Distribute CD ROMs, Personal Computers (PC), and peripherals for the Computer Lab</a>
<a href="#">Establish and maintain user accounts for the Computer Lab</a>
<a href="#">Evaluate system test plans for XYZ System</a>
<a href="#">Evaluate, participate, and prepare Program Management Review (PMR), Integrated Baseline Review (IBR), technical reviews, and audits for the Program Office</a>
<a href="#">Generate certification documentation for XYZ System</a>
<a href="#">Generate, maintain, and establish training requirements, files, forms, and file plans for the Program Office</a>
<a href="#">Hire qualified instructors and facilitators for the Program Office</a>
<a href="#">Identify and assess cross-schedule risk for the Program Office</a>
<a href="#">Identify, maintain, and manage deficiency reporting documentation for the Program Office</a>

<a href="#">Interface and coordinate Video Teleconferencing (VTC) for the Program Office</a>
<a href="#">Maintain multimedia equipment for the Computer Lab</a>
<a href="#">Maintain tracking system for XYZ System</a>
<a href="#">Manage and operate facsimile equipment for the Computer Lab</a>
<a href="#">Manage Program Assets for the Program Office</a>
<a href="#">Monitor and analyze communications traffic, call legitimacy, and cost for the Program Office</a>
<a href="#">Oversee prime contractor performance and subcontractor performance for the Program Office</a>
<a href="#">Perform database analysis for XYZ System</a>
<a href="#">Perform quality assurance reviews for the Program Office</a>
<a href="#">Perform security accreditation and certification for XYZ System</a>
<a href="#">Plan and implement pre-acquisition strategy and acquisition strategy for the Program Office</a>
<a href="#">Plan, develop, and maintain system program capabilities and operational concepts for the Program Office</a>
<a href="#">Plan, track, and schedule milestones for the Program Office</a>
<a href="#">Prepare and maintain operating instructions for XYZ System</a>
<a href="#">Prepare briefings, staff coordination, and decision documentation for the Program Office</a>
<a href="#">Prepare for and present Preliminary Design Reviews (PDR) and Critical Design Reviews (CDR) for the Program Office</a>
<a href="#">Prepare, handle, and process Memorandum of Understanding (MOU), Memorandum of Agreement (MOA), and Trading Partner Agreements (TPA) for the Program Office</a>
<a href="#">Provide and support bridge scheduling and connectivity for the Computer Lab</a>
<a href="#">Provide change control analysis, status reporting, tracking, and control actions for the Program Office</a>
<a href="#">Provide content imaging, archiving, and retrieval for the Computer Lab</a>
<a href="#">Provide data asset reporting and data change impact analysis for the Program Office</a>
<a href="#">Provide IT support for the Program Office</a>
<a href="#">Provide management support for XYZ System</a>
<a href="#">Provide Tier 2 customer support for XYZ System</a>
<a href="#">Review system specifications, system segment specifications, equipment specifications, and Interface Control Documents (ICD) for the Program Office</a>
<a href="#">Review the system design baseline, architecture, and interoperability requirements for XYZ System</a>
<a href="#">Support Data Disaster Recovery for XYZ System</a>
<a href="#">Support Modeling and Simulation (M&amp;S) Requirements for the Program Office</a>
<a href="#">Support multimedia events for the Program Office</a>
<a href="#">Support system integration, test planning, and test execution for XYZ System</a>
<a href="#">Support system level architecture, planning, and management for the Program Office</a>
<a href="#">Support systems test safety engineering for XYZ System</a>
<a href="#">Troubleshoot and resolve network operating system software problems for the Program Office</a>
<a href="#">Update facility floor plan configurations for the Computer Lab</a>
<a href="#">Update training database for the Computer Lab</a>