Preliminary Proposal for Task Analysis:
Association of Transcribers and Speech-to-Text Providers

Prepared by CETE Assessment Services
Prepared for ATSP Board of Directors
July 14, 2016
Overview

As a follow up to job analysis services provided to ATSP by The Center on Education and Training for Employment (CETE), this draft proposal broadly details processes and deliverables CETE would implement to complete a task analysis for the role of Speech-to-text Provider.

Task analysis further lays a foundation for subsequent certification examination development processes two ways: 1) enhancing content understanding by drilling down into more critical tasks through a facilitated process, and 2) with the development of test items by providing richer detail on the critical tasks.

The proposed scope of work includes:
1. Project management to ensure the task analysis is delivered to the client on time, at the projected budget, and within the specified scope of the deliverables.
2. Face-to-face meetings and survey methodology with qualified Subject Matter Experts (SMEs) to break-down task statements.
3. Technical report to document the personnel involved, procedures followed, and results.

Scope of Work Elements

Project details are included for scope of work (SOW) items requested. Elements, workflow involved, and estimated costs for each step are presented in snapshot form in Table 1 below, including assumptions made by CETE staff.
Table 1. Proposed Scope of Work Elements for Task Analysis

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<th>Scope of Work Elements</th>
<th>Description, Deliverables, Assumptions, Timeline</th>
<th>Estimated Cost</th>
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| Project Management                      | • CETE is responsible for project planning including initial consultations, scope of work, schedule, budget, quality guidelines, and staffing plans.  
• CETE and ATSP finalize and agree on scope of work, and timeline.  
• CETE manages project communications, meetings with ATSP, project closeout processes. | $4,152          |
| SME Recruitment                         | • CETE and ATSP agree on sampling and demographic characteristics desirable for generalizability and intended use of results.  
• ATSP registers and confirms SMEs for project participation.  
• ATSP provides recruiting updates to CETE.                                                                                         | Conducted by ATSP |
| In-person, Task Analysis Workshop       | • Two day, in-person, workshop facilitated by CETE to be conducted in place of client’s choosing  
• Tasks, KSA statements from job analysis and verification survey  
• Recommend 8-10 SME & 4-5 facilitator configuration, given ~50 critical tasks (71 tasks in total, assumes ~50 deemed critical from verification survey)  
• SME panel selection can maximize diversity across practice settings and software used (C-print, TypeWell). For the purposes of an in-person workshop, a convenience sample of SMEs located in a general geographic region can be used with the goal of maximizing diversity stated above. | $11,682         |
| Test Specification                      | • If desired, CETE will use data from verification survey and task analysis workshop to create a preliminary test blueprint/specification. | $1,564          |
| Technical Report                        | • CETE will include all methodology in technical report  
• CETE will provide task analysis results in spreadsheet format with detailed information about all critical tasks to be used for item writing or curriculum development.  
• ATSP will review and approve of draft to be submitted; and one round of feedback can be incorporated into final version. | $2,813          |

| Total                                   |                                                                                                                                   | $20,211        |

**Elements Out of Scope for this Project**

Elements out of scope in this proposal are item writing facilitations, standard setting, or practice analyses for roles other than Speech-to-Text Provider. Following the task analysis, a test development workshop is the next step in the eventual development of a certification exam, followed by field testing, item analysis, standard setting, and test delivery.
Quote for Services

This is an agreement between CETE at The Ohio State University and the Association of Transcribers and Speech-to-Text Providers dated August 1, 2016. This quote is valid for a period of 30 days from today’s date, and must be submitted through the appropriate Ohio State University channels. The main ATSP contacts/ sponsors are Jodi Tobin and Karen Walraven. (NOTE, dates can be updated to reflect actual project timeline)

ATSP agrees to pay CETE, The Ohio State University, a total amount of for conducting the task analysis and supporting activities per this Services Agreement. An invoice will be sent upon completion of the project, and payment will be due within 30 days of the invoice date. The CETE Business Office Contact processing the contract and invoices will be Ms. Carolyn Vesely, and she can be reached at (614) 247-6350 or vesely.4@osu.edu.

Please

Project Sponsor:

Signed: ______________________________________________________________

Name: ______________________________________________________________

Title: ______________________________________________________________

Organization: __________________________________________________________

Address: ______________________________________________________________

Phone: ____________________________  Fax: ____________________________

E-mail: ______________________________________________________________

Please scan and email to parker.1036@osu.edu or fax to 614-292-1260. Thank you.