

QUALITATIVE REQUIREMENTS

PROFICIENCY CODE KEY		
	SCALE VALUE	DEFINITION: <i>The individual</i>
TASK PERFORMANCE SCALE	1	<i>Can do simple parts of the task. Needs to be told or shown how to do most of the task. (EXTREMELY LIMITED)</i>
	2	<i>Can do most parts of the task. Needs help only on hardest parts. (PARTIALLY PROFICIENT)</i>
	3	<i>Can do all parts of the task. Needs only a spot check of completed work. (COMPETENT)</i>
	4	<i>Can do the complete task quickly and accurately. Can tell or show others how to do the task. (HIGHLY PROFICIENT)</i>
* TASK KNOWLEDGE SCALE	a	<i>Can name parts, tools, and simple facts about the task. (NOMENCLATURE)</i>
	b	<i>Can determine step by step procedures for doing the task. (PROCEDURES)</i>
	c	<i>Can identify why and when the task must be done and why each step is needed. (OPERATING PRINCIPLES)</i>
	d	<i>Can predict, isolate, and resolve problems about the task. (COMPLETE THEORY)</i>
** SUBJECT KNOWLEDGE SCALE	A	<i>Can identify basic facts and terms about the subject. (FACTS)</i>
	B	<i>Can identify relationship of basic facts and state general principles about the subject. (PRINCIPLES)</i>
	C	<i>Can analyze facts and principles and draw conclusions about the subject. (ANALYSIS)</i>
	D	<i>Can evaluate conditions and make proper decisions about the subject. (EVALUATION)</i>
EXPLANATIONS		
<p>* A task knowledge scale value may be used alone or with a task performance scale value to define a level of knowledge for a specific task. (Examples: b and 1b)</p> <p>** A subject knowledge scale value is used alone to define a level of knowledge for a subject not directly related to any specific task, or for a subject common to several tasks.</p> <p>- This mark is used alone instead of a scale value to show that no proficiency training is provided in the course.</p> <p>X This mark is used alone in course columns to show that training is required but not given due to limitations in resources.</p>		

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About the ITAOP/savePDF Method

The traditional Field-by-Field creation process is extremely ineffective and slow.

The only realistic option to create high-quality forms is the Insert-Text-Anywhere-on-Page (ITAOP) method.

The field creation process is about 10,000 times faster than the traditional method; the list of ITAOP features is not even available for the traditional method.

ITAOP savePDF method proved to be very simple and completely reliable for millions of users all over the world (incl. individuals, companies, organizations, government employees).