| **WORK ANALYSIS MATRIX**  **ICS-234** | | | | |
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| 1. Incident Name | | 2. Operational Period  From: To: | | |
| 3. Operation’s Objectives  DESIRED OUTCOME | 4. Strategies  HOW | | 5. Tactics/Work Assignments  WHO, WHAT, WHERE, WHEN | |
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| 6. Prepared by: (Operations Section Chief) | | | | 7. Date/Time: |

**WORK ANALYSIS MATRIX FORM INSTRUCTIONS (ICS FORM 234)**

**Purpose.** The Work Analysis Matrix is designed to help select the best strategies and tactics to achieve the operational objectives. This optional form assists staff in carrying out incident objectives by outlining the who, what, where, when, and how of the response. The tactics from this form carry forward to the “Work Assignment” on the ICS-215. Another purpose of the ICS-234 is that it presents alternative (or what-if) strategies and tactics to respond to bad weather, sudden changes in operational conditions, etc. This form is simply a formalized version of how most OSCs tend to think in order to turn objectives into tactical field work.

**Preparation**. The Work Analysis Matrix, if used, is usually completed by the Operations Section Chief and Planning Section Chief prior to the Tactics Meeting.

**Distribution**. All completed original forms must be submitted to the Documentation Unit.

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| Item # | Item Title | Instructions |
| 1. | Incident Name | Enter the name of the incident |
| 2. | Operational Period | Enter the time interval for which the form applies. Record the start and end date and time. |
| 3. | Operational Objectives | Enter the relevant Operational Objectives from the ICS 202, with numbers |
| 4. | Strategies | Enter all strategies that could be used to meet the objective (“how”) |
| 5. | Tactics/Work Assignments | Enter details, including as much as possible, who, what, where, and when, of work assignments to carry out Operational Strategies |
| 6. | Prepared By | Enter the name and position of the person preparing the form |
| 7. | Date/Time | Enter the date and time (24-hour format) the form was prepared |