

Task Analysis

Determine Initial Budget	Select Properties, View and Offer	Engage Solicitor	Obtain Survey and Finalize Mortgage	Re-negotiate Price off New Information	Identify and Mitigate Physical Risks	Identify and Mitigate Legal / Contractual Risks	Exchange	Completion
Engage an IFA if necessary	Identify and explore target location	Identify budget for legal work	Understand age and risk profile of chosen property	Obtain list of fixtures / fittings included in sale	Solicitor has identified relevant info sources	Solicitor has identified relevant info sources	Decide if still worth proceeding	Plan move
Identify current savings and assets	Prioritize needs - size, bedrooms, local amenities	Shortlist matching solicitors	Determine level of survey required	Gather all known info that affects property value	Solicitor has obtained results of these "searches"	Solicitor has obtained results of these "searches"	Review draft contract from solicitor	Shortlist and engage removals company
Identify current earnings and credit score	Browse online and estate agents' windows	Gain personal recommendations or online feedback	Understand mortgage company requirements	Determine size of price reduction to seek (if any)	Understand nature and potential impact of the risks	Understand nature and potential impact of the risks	Wait for other links in the chain to reach this point	Organize any initial maintenance work required
Identify approx property needs and hence price	Shortlist matching properties	Select preferred solicitor and set up appointment	Engage survey in line with mortgage company r'qts	Contact estate agent to seek price reduction	Seek additional advice if required	Seek additional advice if required	Agree Completion Date	Organize any initial decoration work required
Explore relevant part of mortgage market	Contact estate agents and arrange viewings	Discuss process and circ's with solicitor	Understand survey results and implied risks	Decide of course of action based on response	Understand risk mitigation options and their costs	Understand risk mitigation options and their costs	Sign Contract	Shortlist and obtain buildings insurance
Shortlist mortgage providers	Refine search criteria and priorities	Gain an understanding of this specific process	Seek additional advice if required				Obtain confirmation of contract exchange	Arrange any other required risk mitigations
Obtain "offer in principle"	Make offer on favoured property		Understand risk mitigation options and their costs					
	Repeat until offer is accepted		Obtain confirmed mortgage offer					

Notes:

- This Task Analysis is related to Persona A, First-Time Buyer
- This is a complex process that varies a lot from case to case. This task analysis is as specific as possible, but there are inevitably some "generic" elements
- The focus of this analysis is the Offer to Completion part of the process - therefore some detail at the beginning and end has been omitted