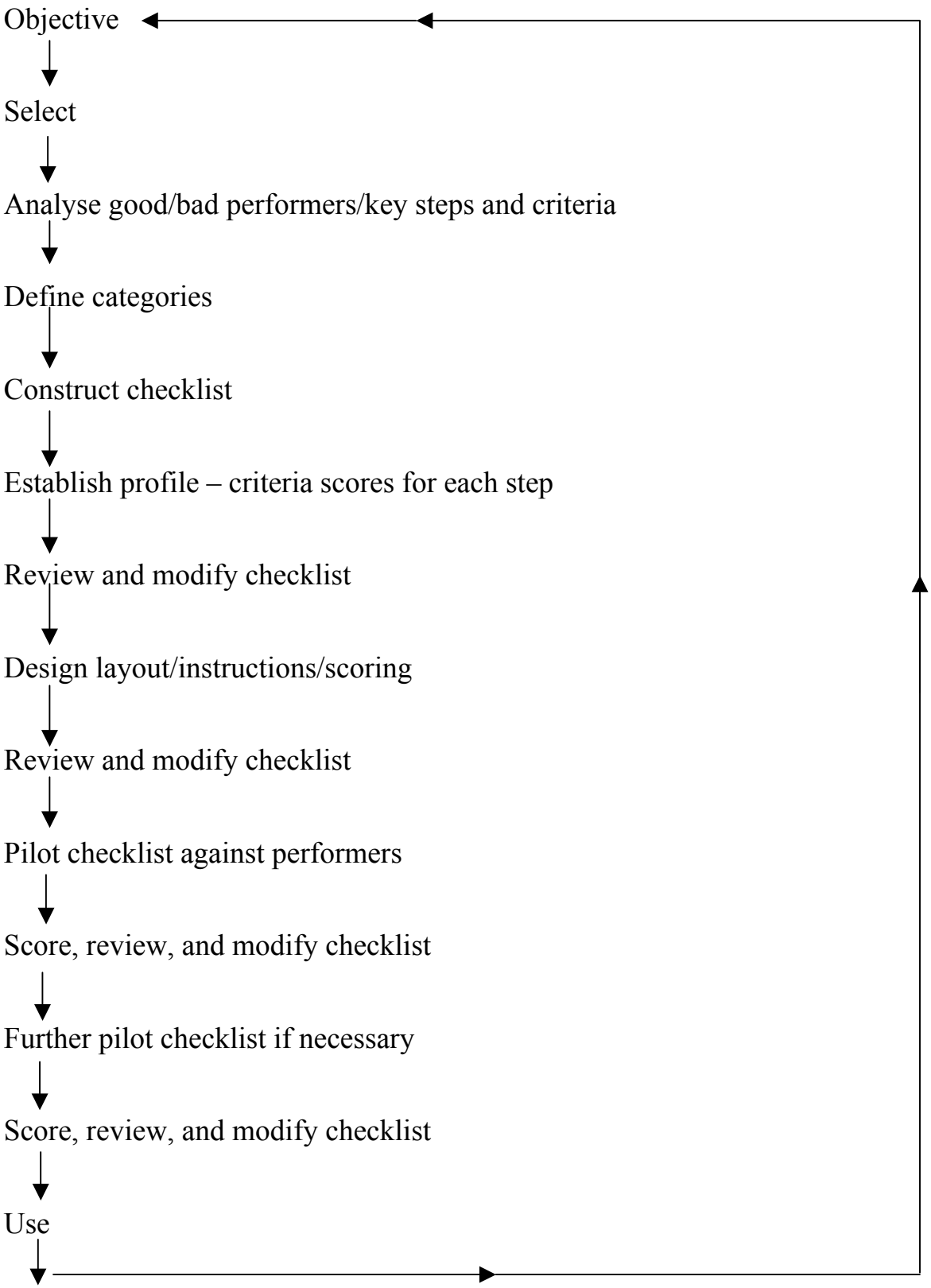STEPS INVOLVED IN CONSTRUCTING SKILL PROCESS CHECKLISTS