

Contents

Feedback Gathering Plan Template	2
Planning	2
Purpose	2
Audience and Users	2
Methodology	2
Feedback Collection	3
Prototype Preparation	3
Implementation Phase	4
Surveys/Questionnaires Creation	4
Distribution Plan	4
Prototype Preparation	4
Gathering Feedback	5
User Feedback	5
Summary of Findings and Responses	5
Technical Feedback	5
Non-Technical Feedback	5

Feedback Gathering Plan Template

Planning

Purpose

Plan how you are going to gather meaningful, measurable, complete, and consistent high-quality feedback from both technical, and non-technical audiences, and how will you maintain the quality of the feedback with these resources. Why are you gathering the feedback, what aspects are you gathering feedback on (this will be different dependant on the intended audience) and why.

Audience and Users

Define your audience (technical and non-technical

Audience	Name	Skill Set	Why Selected	Relevance	Age Group
Technical	Joe Bloggs	Programming professionals and developer	In-depth feedback on code quality, technical performance, and improvements	Ensures robustness, scalability, and maintainability	20- 30 years old
Non-Technical	Tina Brock	End-users	Feedback on usability, ease of use, overall experience	Ensures user-friendliness and meets target audience needs	15-20 years old, excellent computer literacy

Methodology

Survey and Polls – explain why you are going to use this, and which tools.

List your technical questions (aim for at least 40).

Non-Technical Questions: List your non-technical questions (aim for at least 40).

Feedback Collection

Task	Details	Timeline	Method	Recording	Feedback
Distribute Surveys	Email or online survey tools	Date\Time	Online survey platforms	Use online survey tools	
Conduct Polls	Online poll platforms	Date\Time	Quick feedback collection	Record poll responses	
Schedule Interviews/ Focus Groups	In-person or online sessions	Date\Time	Detailed insights	Record interviews	
Send Follow-Up Reminders	Reminders via email or survey tools	Date\Time	Ensure maximum response rate	Track responses	

Prototype Preparation

Describe how you will prepare your prototype (screen casts, videos, hosting online).
Explain why this method will provide high-quality feedback.

Implementation Phase

Surveys/Questionnaires Creation

Technical Questions - a detailed list of at least 40 questions.

Non-Technical Questions - a detailed list of at least 40 questions.

Distribution Plan

When you will send out the surveys and polls.

Plan for sending reminders and tracking responses.

Prototype Preparation

Prepare your screen casts, videos, or hosting online.

Document why this method ensures high-quality feedback.

Gathering Feedback

User Feedback

User Name	Skill Set	Technical\Non Technical	Feedback Requested Date	Feedback Received Date	Follow-Up Sent (Yes/No)	Notes
John Doe	Software Developer	Technical	01/06/23	05/06/23	No	Detailed feedback on code quality
Jane Smith	End User	Non Technical	01/06/23	04/06/23	No	Suggested UI improvements
Alice Jones	Project Manager	Technical	06/06/23		Yes	Awaiting Feedback

Summary of Findings and Responses

Technical Feedback

Non-Technical Feedback