Usability Template:

Name of Project  
Usability Testing

Report writer’s name

Date

# Overview

## Describe the users:

* Give a general product description and the reason for requesting feedback
* Give a description of who your test subjects are and comment on their technical knowledge of using the system, their age (if applicable)

## What criteria of eff & eff will you be testing?

* What areas of efficiency and effectiveness are you testing?
  + List them from your FR and NFR (if applicable)

## Testing Method(s) / Tasks used:

* What methods of testing will you be using?

## Scenarios/tasks to work through

* Overview of scenarios to work through
* Tasks are the activities you will ask your participant to do during a usability test; scenarios frame tasks and provide motivation for the participant to perform those tasks. You may have one scenario or several, depending on your tasks.

{the following is where you will be specific}

## Testing Method 1: Name which method you are using here?

**Goal**: To determine…{what?}

**To evaluate**:

* Which efficiency and effectiveness criteria are you evaluating?

**Estimated time** that this task should take:

**Describe the method**: digital or in person, what tool is being used, time allowed, method of observation and recording of actions.

**Task**: Outline details of tasks to be completed here e.g. the questionnaire, the scenario or task that users need to complete

**Recorded results: Repeat for each task/test/scenario**

|  |  |  |  |
| --- | --- | --- | --- |
| **Scenario 1: ???** | **User A** | **User B** | **User C** |
| **Able to…** |  |  |  |
| **???** |  |  |  |
| **???** |  |  |  |
| **???** |  |  |  |
| **???** |  |  |  |
| **???** |  |  |  |
| **???** |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Scenario 2: ???** | **User A** | **User B** | **User C** |
| **Able to…** |  |  |  |
| **???** |  |  |  |
| **???** |  |  |  |
| **???** |  |  |  |
| **???** |  |  |  |
| **???** |  |  |  |
| **???** |  |  |  |

## Testing Method 2: Name which method you are using here?

**Goal**: To determine…{what?}

**To evaluate**:

* Which efficiency and effectiveness criteria are you evaluating?

**Estimated time** that this task should take: {If applicable, remove as necessary}

**Describe the method**: digital or in person, what tool is being used, time allowed, method of observation and recording of actions.

**Task**: Outline details of tasks to be completed here e.g. the questionnaire, the scenario or task that users need to complete

**Recorded results: Repeat for each task/test/scenario**

|  |  |  |  |
| --- | --- | --- | --- |
| **Scenario 1: ???** | **User A** | **User B** | **User C** |
| **Able to…** |  |  |  |
| **???** |  |  |  |
| **???** |  |  |  |
| **???** |  |  |  |
| **???** |  |  |  |
| **???** |  |  |  |
| **???** |  |  |  |

Etc…

**Summary of Results**

Present the results in a table, graph, or text.

Testing method 1:

Testing method 2:

**Recommendations/Changes**

Changes to make to the solution:

|  |  |  |
| --- | --- | --- |
| **Change** | **Justification (reason)** | **Severity** |
|  |  |  |
|  |  |  |

**Appendix**

Add ALL copies of questionnaire, task sheet, etc.