Usability Template:

Name of Project  
Usability Testing

Report writer’s name

Date

# Overview

## Describe the users:

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

## Testing Method(s) / Tasks used:

## Scenarios to work through

**Testing Method 1:**

**Goal**:

**What** it is 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 here, either the questionnaire, the scenario or task that users need to complete

**Recorded results**

**Summary of Results**

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

Testing method 1:

Testing method 2:

**Recommendations**

Changes to make to the solution:

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

**Appendix**

Add copies of questionnaire, task sheet, etc.