

Criteria	Not	Partially	Largely	Fully
Stage One				
Introduction				
Purpose is clearly stated	Purpose is absent or incorrect	Purpose is present, but vague	Purpose is present and outlined with minor errors	Purpose is clearly outlined and defined
Scope is correctly defined	Scope is absent or incorrect	Scope is present, but vague	Scope is present and outlined with minor errors	Scope is clearly outlined and defined
Background is clearly described	Background is absent or incorrect	Background is present, but vague or missing elements	Background is present and outlined with minor errors	Background is clearly outlined and defined
Reason for the project is clear and accurate	Reason is absent or incorrect	Reason is present, but vague	Reason is present and outlined with minor errors	Reason is clearly outlined and defined
Value to client is clearly described	Value is absent or incorrect	Value is present, but vague	Value is present and outlined with minor errors	Value is clearly outlined and defined

Target Audience				
Audience is clearly and accurately identified and described	Audience description is absent or incorrect	Audience description is present, but vague	Audience description is present and outlined with minor errors	Audience description is clearly outlined and defined
Human factors and interaction implications are correctly identified	Human Factors are absent or incorrect	Human Factors are present, but vague	Human Factors are present and outlined with minor errors	Human Factors are clearly outlined and relevant
User Research activities are correctly identified and justified	User Research is absent or incorrect	User Research is present, but shallow and/or vague	User Research is present and outlined with minor errors	User Research is clearly outlined and justified
Usability Objectives				
Usability objectives are listed and measureable	Objectives are absent or not appropriate	Objectives are present, but unclear or brief	Objectives are present and related to design brief and analysis, with minor errors	Objectives are comprehensive, clearly structured, and related to design brief
Usability tool is identified and correctly justified	Identification and justification is absent or incorrect	Identification and justification is present, but unclear or insufficient	Identification and justification is present and clearly related to product, with minor errors	Identification and justification is clear, complete, accurate, and related to product
Usability tool is correctly applied	Usability tool is absent or incorrect	Usability tool is present, but unclear or incorrectly applied	Usability tool is present and correctly applied, with minor errors	Usability tool is clear, complete, accurate, and correct
Findings are accurately presented	Findings are absent or incorrect	Findings are present, but unclear or brief	Findings are listed and related to design brief, with some errors	Findings are clearly listed, accurate, and related to design brief

Design				
Visual Design choices are clearly presented	Visual Design is absent or incorrect	Visual Design is present, but unclear or incomplete	Visual Design is appropriate for design brief, with minor errors	Visual Design is clear and correct, and appropriate for design brief
Visual Design is clear and appropriate	Visual Design is unclear or inappropriate	Visual Design is present, but unclear or incomplete	Visual Design is appropriate for design brief, with minor errors	Visual Design is clear and correct, and appropriate for design brief
Justification for design choices are clear, supported, and appropriate	Justification is absent or incorrect	Justification is present, but unclear or weak	Justification is appropriate for design brief, with minor errors	Justification is clear and correct, and appropriate for design brief
Prototype				
Prototype is in progress	Prototype is absent	Prototype is present, but minimal and uninformative	Prototype is sketched, with minor errors	Prototype is clear and correct, and appropriate for stage one
Designs have been developed based on analysis	Prototype is absent	Prototype is present, does not relate to analysis	Designs build progressively from analysis with some errors	Design is clear and correct, appropriate for design brief

Criteria	Not	Partially	Largely	Fully
Stage Two Prototype				
Prototype is correctly developed and at least 3 examples are included	Prototype is absent or incorrect	Less than 3 elements are prototyped, incorrectly developed	Prototype is mostly correct, with minor errors	Prototype is clear, correct, appropriate and complete
Prototype is sufficient for product and based on research	Prototype is absent or incorrect	Prototype is insufficient, or not based on research	Prototype is mostly correct, with minor errors	Prototype is clear, correct, appropriate and complete
Discussion - User Involvement				
Existing approach is described	Description is absent or incorrect	Description is brief and uninformative	Description is present with some errors or minor missing elements	Description is complete and comprehensive with lessons learned
Optimal approach is defined and accurate for project	Approach is absent or incorrect	Approach is brief and uninformative, or unsuitable	Approach is present with some errors or minor missing elements	Approach is complete, comprehensive & appropriate to scenario
Testing				
Purpose and goals are clearly defined	Purpose and goals are absent or incorrect	Purpose and goals are present, but unclear or lacking detail	Purpose and goals are appropriate for approach and protocol, with minor errors	Purpose and goals are clear and correct, and appropriate for design product
Participant characteristics are appropriate to project and testing needs	Participant characteristics are absent or incorrect	Participant characteristics are present, but unclear or weak	Participant characteristics are appropriate for testing with minor errors	Participant characteristics are clear and correct, and appropriate for testing

Method is correct and appropriate	Method is absent or incorrect	Method is present, but unclear or weak	Method is appropriate for approach and product with minor errors	Method is clear and correct, and appropriate for approach and product
Task list is detailed and adequate for testing	Task List is absent or incorrect	Task List is present, but unclear or lacking detail	Task List is appropriate for approach and product, with minor errors	Task List is clear and correct, and appropriate for approach and product
Data to be collected is appropriate for testing g	Data to be collected is absent or incorrect	Data plan is present, but unclear or lacking detail	Data plan is appropriate for approach and product, with minor errors	Data plan is clear and correct, and appropriate for approach and product
Summary of test results is clear and detailed	Test Results are absent or incorrect	Results are present, but unclear or lacking detail	Results reflect plan, with minor errors	Results are clear and correct, and accurately reflect plan
Pictures and consent forms are included	Pictures and consent forms are absent	Pictures and consent forms are present, but unclear or insufficient	Pictures and consent forms are included, with minor issues	Pictures and consent forms are included, accurate, and relevant
Analysis of results is clear and correctly based on data & recommendations are given based on results	Analysis is insufficient or absent	Analysis is present, but unclear or loosely based on data	Analysis is clearly drawn from data, with some errors	Analysis is comprehensive and correctly based on data

Discussion - Accessibility				
Appropriate accessibility implications are described	Implications are absent or incorrect	Implications are brief and uninformative	Implications are present with some errors or minor missing elements	Implications are complete and comprehensive and relevant to the product
Ease of interaction is correctly described, and changes identified	Discussion is absent or incorrect	Discussion is brief and uninformative, or unsuitable	Discussion is present with some errors or minor missing elements	Discussion is complete, comprehensive & appropriate to scenario
Discussion - Domains				
Domain implications are accurate and appropriate	Implications are absent or incorrect	Implications are brief and uninformative	Implications are present with some errors or minor missing elements	Implications are complete and comprehensive and relevant to the product
Opportunities are clearly identified	Opportunities are absent or incorrect	Opportunities are brief and uninformative, or unsuitable	Opportunities are present with some errors or minor missing elements	Opportunities are complete, comprehensive & appropriate to scenario
Discussion - Emerging Technology				
Product transformation from an emerging technology is clearly and accurately described	Transformation is absent or incorrect	Transformation is brief and uninformative	Transformation is present with some errors or minor missing elements	Transformation is complete and comprehensive

Opportunities using emerging technology are presented	Opportunities are absent or incorrect	Opportunities are brief and uninformative, or unsuitable	Opportunities are present with some errors or minor missing elements	Opportunities are complete, comprehensive & appropriate to scenario
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