**Seattle Civic User Testing Group: Project Proposal Form**

***Instructions:*** *In order to request support from the CUTGroup for a new technology project, please fill out the questions below. We’ll then review your responses to determine if the project is a good fit and get back to you with an initial research plan, an anticipated timeline, and key contacts for the project.*

1. For what specific project or initiative do you want to engage the CUTGroup?
2. Assess ability of a first-time user (external/internal) to easily access information on City Council meetings, city legislation, and engagement opportunities, e.g.:

* When does the City Council and Council Committees meet and how can I receive notice of these meetings?
* How can I locate legislation being considered by the City Council and find out the current status? Is it still being considered, and when? Has it been passed?
* If I want to comment on a matter coming before the City Council, what are the ways I can communicate with them or engage in the meeting process?

This is our website: <http://www.seattle.gov/cityclerk>

It also contains links to Legistar, which is an app for finding city legislation.

1. What is the goal for engaging us in this project? What information do you hope to learn? Are there specific features, scenarios, or tasks that we should be sure to test?
2. Improve user experience, transparency, and intuitiveness/usability of City Council Agenda/Legislation sites.
3. Understand the usability pain points from the New User perspective in order to develop an overall UX site improvement plan for this public process.
4. Improve intuitiveness of agenda, legislation, process path from home pages and Google search.
5. Tell us about the current userbase, if there is one. Who currently uses the technology that we’ll be testing? Who do you ideally want to use this technology in the future?
6. The general public, city staff, and various public stakeholders (developers, agencies, etc.) rely on this site for all information related to the City Council Agenda process which is managed by the OCC.
7. Are there specific resident communities or groups from which you’re hoping to get feedback? *(Note that by default, we screen residents from our existing database, representing a sample set of the Seattle resident population.)*

*People who are engaging with the City legislative process for the first time, but are engaged because they want to participate because something may affect them in their neighborhood, their business, etc.*

1. Who is our project stakeholder? *(This stakeholder will serve as the main point of contact on the project for the CUTGroup.)*

*Monica Martinez Simmons, City Clerk*

1. How do you intend to put to use the results of the CUTGroup test? *(Results are packaged into a final written report summarizing the data and findings.)*

*We plan to revise our web site’s structure and content, or implement other recommendations as needed.*

1. Is there a certain timeframe or milestone by which you need to have the results of this test?

No, but we’d like to start in June or July.