



# Test Plan Review Form

## Phase 2: Usability

The purpose of this form is to acknowledge your receipt and approval of the document listed below. Please review the document and return this form along with any comments to the writer by the specified due date.

<b>Document:</b> _____	<b>Version/Release:</b> _____
<b>Reviewer:</b> _____	<b>Date Received:</b> _____
<b>Return To:</b> _____	<b>Due Date:</b> _____

### Problem Statements

Problem statements regarding usability are specific to each document and include the overall usefulness of the document. During this phase, reviewers should review the entire document from a user perspective.

#### Usability Checklist

##### ***Using the Glossary (Glossary Only)***

- ☐ Glossary terms are useful and applicable.
- ☐ Glossary terms are correctly defined and are easy to understand.

##### ***Searching for information***

###### *Table of Contents:*

- ☐ The table of contents accurately reflects the sections within the document.
- ☐ The page numbers within the table of contents correspond to the appropriate sections. (Spot check)

###### *Index (if available):*

- ☐ Index entries are useful and applicable.
- ☐ Index entries correspond to the correct page numbers. (Spot check)

###### *Cross-references:*

- ☐ Cross-references are valid. (Topic and page number are correct.)
- ☐ Cross-references are hyperlinked. (PDF and online only.)
- ☐ Cross-references link to information that is applicable to the current topic.

##### ***Completing tasks***

- ☐ The steps presented successfully accomplish the task; that is, the user does not receive errors while completing the steps.
- ☐ Tasks are easy to understand, and instructions are easy to follow.
- ☐ Tasks are complete; that is, steps are complete and appropriate graphics are included.
- ☐ If applicable, the graphics are clear and applicable to the current topic.
- ☐ Graphics do not contain proprietary information.

##### ***Overall usability***

- ☐ The information presented in the document is organized around user tasks; that is, the information is organized according to the way an end user might use the document.
- ☐ The document provides clear, accurate, and useful information to its intended audience.



# Reviewer Notes

Lined area for reviewer notes, featuring horizontal ruling lines and a diagonal watermark reading "www.janadowners.com".



## Reviewer Approval

- ☐ **I approve** I agree that this document is ready for release.
- ☐ **I approve pending changes** I agree that once the changes listed in the *Reviewer Notes* section have been made the document is ready for release.
- ☐ **I do not approve** I do not agree that this document is ready for release. I would like to discuss revisions with the writer and review an updated copy.

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**Reviewer's Signature**

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**Approval Date**