University of Missouri

[Insert Project Name]

Usability Test Report



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| Department |  |
| Project Manager Name |  |
| Project Manager Title |  |
| Project Manager Phone |  |
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| Date Submitted |  |

# I. Introduction

1. Main goal of usability test
2. Rationale of study
3. Brief overview of results
   1. Overall trends
   2. Task completion rates
4. Overview of report

# II. Methodology

1. Participants
   1. Number of participants
   2. Profiles
   3. Demographics
2. Tasks assigned to participants
   1. Length of each task
   2. Number of tasks completed
   3. Non-testing tasks completed (ex: questionnaires, etc.)
3. Collected data
   1. Task completion success rate
   2. Verbal feedback
   3. Time to complete task

# III. Results

1. Major findings
   1. Overview of major issues/major stumbling blocks
   2. Identified solutions and recommendations
2. Detailed findings
   1. Introductory questions and tasks
   2. Tasks
      1. Scenarios
      2. Findings
      3. Identified solutions and recommendations
   3. Exit questions
   4. User Impressions
      1. Ex: Rating of ease or difficulty of completing task
      2. Factors to base rating on
      3. Table reflecting the rates and factors relationships
   5. Summary of Data Table
      1. Task
      2. Task completion
      3. Errors
      4. Time on Task
      5. Satisfaction – mean combined rating across user impressions