**Feedback Gathering Report Checklist**

**Planning**

Define the purpose of gathering feedback, ensuring it is meaningful, measurable, complete, and consistent.

Specify the aspects of feedback to be gathered (e.g., technical performance, usability).

Identify and categorise the audience:

* + Technical audience (e.g., developers, software engineers).
  + Non-technical audience (e.g., end-users, stakeholders).
  + Provide details for each audience member, including:
    - Name
    - Skill set
    - Relevance
    - Age group

**Methodology**

Select suitable feedback collection methods (e.g., surveys, polls, interviews).

Develop at least 20 technical feedback questions, as a plan

Develop at least 20 non-technical feedback questions as a plan

Justify the choice of methods for gathering feedback.

**Feedback Collection**

Plan tasks for distributing surveys:

* Detail the timeline, distribution method, and recording process.

Schedule polls, interviews, or focus groups:

* Include dates, times, and the platform to be used.

Plan and send follow-up reminders to maximise response rates.

Track and record all responses.

**Prototype Preparation**

Prepare the prototype using appropriate tools (e.g., screencasts, videos, hosting online).

Explain how these tools will ensure high-quality feedback.

**Implementation Phase**

Finalise and distribute surveys and polls, adhering to the distribution plan.

Send reminders and document the tracking process.

**Gathering Feedback**

Record feedback systematically, including:

* + User name
  + Skill set
  + Technical or non-technical category
  + Date feedback requested
  + Date feedback received
  + Follow-up sent (yes/no)
  + Key notes and observations

**Summary of Findings**

Collate technical feedback and summarise key themes and recommendations.

Collate non-technical feedback and summarise key themes and recommendations.