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November 13,2024

Dr. David Wright
Missouri University of Science and Technology
218 Humanities and Social Science Building
Rolla, MO 65401

Dr. Wright,

Attached is a proposal to test the usability of Microsoft To Do list application. This proposal responds to the instructor's request in English 3560 to submit a proposal for usability testing on an arbitrarily chosen application.

I look forward to working on this project. If you have any questions, please feel free to ask me. If not, I will be contacting you in a few days to discuss your opinions and suggestions regarding this proposal.

Regards,
Yutaro Kiyota

Formal Research Proposal

Microsoft To Do

Prepared by :

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Submitted to:

Dr. David Wright

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Introduction

The Microsoft To Do application allows users to set reminders for future events by configuring various factors such as date and time. In addition to notifying users of upcoming tasks, it can also remind them to take action on flagged emails. Other features include the ability to set recurring reminders on specific days, import tasks from the Microsoft Outlook calendar, and include URLs in to-do lists. Microsoft To Do was initially launched as a preview with basic features in April 2017, with additional functionalities like task list sharing introduced in 2018.

Methods

I plan to assess the effectiveness of the Microsoft To Do app by conducting a series of usability tests. The study will involve participants completing specific tasks at designated times, both with and without the app. Participants will be asked to document any issues they encounter while performing the tasks. Afterward, they will answer a series of questions designed to gather more insights into their experiences.

- How easy To Do app is to use
- Whether or no To Do app reminded the task properly
- Any difficulties when they set To Do lists

I plan to test 5 Missouri University of Science and Technology students. The usability testing follow the following procedures.

- Send all participants a link to record results
- Assign tasks to log their answer in two different specific time
- Set a reminder on To Do app for second test on a participant's mobile device
- Ask participants to spend their daily life normally
- Check difference of response rate between first test (no reminder) and second test (with reminder)

Following equations will be used to analyze efficiency and satisfaction.

Task Completion Time(TCT) = End time – Start time

$$\text{Average TCT} = \frac{\sum TCT_s}{N}$$

$$\text{Efficiency} = \frac{\text{Optimal time}}{\text{Actual time}} \times 100\%$$

$$\text{Error Rate} = \frac{\text{Number of errors}}{\text{Total tasks}} \times 100\%$$

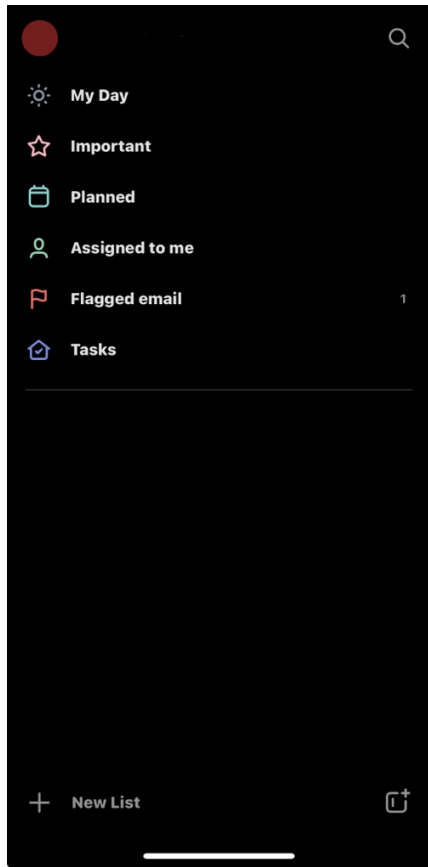


Figure1. Microsoft To Do App

Benefits

From the usability testing, we will assess the validity of the To Do app and identify potential issues that can be addressed to improve its user-friendliness and efficiency. Identifying potential issues from the user's perspective is particularly important in app development, as developers may sometimes overlook these problems.

Personnel and equipment

I regularly use the Microsoft To Do app for task management, and my current enrollment in a Technical Communication course offers valuable insights into both the app's functionality and potential areas for enhancement. For this project, the necessary equipment includes an equal number of mobile devices capable of running the Microsoft To Do app effectively for all participants, as well as a stopwatch.

Schedule

Item	Date
Formal Proposal due date	10/12/2024
Design Usability Testing	10/19/2024
Usability Testing due date	11/03/2024
Recommendation Report Draft	11/20/2024
Recommendation Report Completion	12/01/2024
Recommendation Report due date	12/08/2024

Informed Consent Form

(For Research Participants, Informants, and Respondents)

Response of Yutaro Kiyota

Instructions: Please read and sign the Informed Consent Form. This document specifies your voluntary participation in a research study conducted by Yutaro Kiyota.

THIS IS TO CERTIFY THAT I AM VOLUNTARILY PARTICIPATING IN THE STUDY WHERE I AM ASKED TO ACT AS A RESEARCH PARTICIPANT, INFORMANT, OR RESPONDENT.

1. I am joining of my own volition. I was not coerced or forced against my will, and I am participating to contribute to the advancement of research.
2. I am not receiving any monetary remuneration or incentives for my participation.
3. I understand that I can withdraw from participation at any time.
4. I agree to cooperate honestly and truthfully with any questions posed to me by the researcher, which may include observations or questionnaires.
5. The researcher has clearly explained the purpose of the study to me, and I understand that no physical or psychological harm will be inflicted on anyone involved in the research.

Signature: _____

Date: _____