Usability Testing Project Check List

Client Name: **Project Name:**

Project Code: **Moderator:**

Item	Description	Complete
1	Statement of work signed off	
2	Briefing meeting scheduled	
3	Recruitment screener/profile created	
4	Recruitment brief signed off	
5	Recruitment brief sent out	
6	Facility booked	
7	Travel arrangements made [if necessary]	
8	Draft research plan created	
9	Research plan sent to client	
10	Research plan signed off	
11	Equipment set-up checked	
12	Recruitment participant list AND password received from recruiter	
13	Participant Incentive / stipend arranged	
14	User instructions sent to facility	
15	Informed consent form sent to facility	
16	Incentive receipt form sent to research facility	

17	Participant list and password sent to research facility	
18	Catering arranged for clients viewing research at facility • How many will be attending? • note any special dietary requirements	
19	Remote viewing instructions sent to clients viewing online	
20	Printing ready for test day: • research plan • moderator notes • dummy details • participant list	
21	Pre and post-evaluation questionnaires coded	
22	Pre and post-evaluation questionnaires uploaded to iPad / laptop or sent to facility	
23	Equipment prepared and in bag [details]: • Laptop • Tripod • Mobile connection kit • Phone • Tablet • Webcam/s • Cables (power, VGA, USB etc) • VGA splitter • Extension lead • Adaptors (if overseas)	
24	Test URL's sent to test accounts and bookmarked / app's loaded to devices [note any browser requirements from research plan]	
25	Other special requirements [note]:	