

Usability Evaluation Planning Document

What is to be evaluated?

Why is this to be evaluated?

- make comparisons/assessments prior to procurement
- analyze/provide feedback on software design
- determine what to include/address/emphasize in training program
- assess/update policies & procedures
- assist in FMEA/RCA/QI project/analysis
- facilitate (re)design of work environment
- replicate manufacturer's testing
- other:

What evaluation methods will be used?

- heuristic evaluation
- simulation/role playing
- field study/observation
- questionnaires
- interviews
- focus groups
- rapid reflection
- other:

Who will participate as end users?

Who will conduct the evaluation?

Where will the evaluation be performed?

What do we want to collect?

- demographics (age, gender, education, roles in organization, etc.)
- ability to perform task(s)
- baseline measures (e.g., previous task-related computer skills)
- task completion time
- number of key strokes
- number of errors
- number of screen flips
- number of alarms
- measurement of _____
- subjective ratings
- user comments
- other:

What are benchmarks against which the data will be compared?

How do we intend to analyze the data?

To whom will findings be reported?