

# 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?**