

Goal, Task, & Script Worksheet

This is a worksheet for you to use as you plan and conduct your testing. You may want use one sheet per goal/task and script to obtain the most granular results possible.

Site Goal:

User tasks (what must the user do to satisfy the goal):

Testing scripts (describe a situation in which a user would engage in the task above):

Metrics (what indicates that a user successfully accomplished the task):

Test to conduct (which test best captures the metrics.):

When you are conducting this test:

Beginning for baseline

During the project for diagnostic purposes

End of project for summative reporting

Number of testers needed:

Is this test Moderated **or** Unmoderated

Please attach or link a script to this sheet for any moderated tests

Is this an online test **or** a paper prototype test

Please attach or link a version (in any format) of the test text you created.

Please make a note to take pictures and scan any paper prototype tests and attach or link them to this sheet.

If this is an online test, please provide a description of the platform you are testing, and how you are collecting the metrics you identified above:

Is testing in person **or** remote

In person testing: please describe where the training took place

Please provide a description of the testers you engaged

Online testing: What platform did you use?

Please provide a description (or attach/link) the results of your testing, answering some of the following questions:

Were your testers able to successfully complete the tasks?

What were the barriers? Successes?

Were the tasks sufficient to meet the goals of your site?

What are the changes (if any) you plan to make, and what is your timeline?

What surprised you in the testing?