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Test tasks.

Your usability-testing worksheet

Prepare the task, starting conditions and success criteria. Record observations and identify the next changes.

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Prepare a usability-test task

Describe a realistic goal for the participant. Leave menu names and click instructions out of the task wording.

Project and workflow to investigate

Which product decision should the test inform?

Opening page, test data and required conditions

Exact task wording for the participant

Success criteria for the moderator

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Observe the task

Record what actually happened and any help you provided. Note whether information is missing or existing information is not found.

Participant code and task tested

Observed sequence and moments where help was needed

Finding, possible explanation and open questions

Proposed change and suitable next investigation