Binder, formatting, and organization
________ Label, tab, and cover page for this deliverable with required information
________ Table of Contents and section contents in correct order

Pilot Testing
________ Describe any pilot testing, results, what you learned
________ Describe any changes made based on pilot testing

Participants
________ How selected, how do they “cover” user classes

Describe the role(s) played by each team member

Usability Evaluations
________ Describe the location that usability evaluations were conducted
________ Describe the set-up process
________ Describe process of greeting participants and having them perform the tasks

Data Collection
________ Describe methods for collecting quantitative data
________ Describe methods for collecting qualitative data
________ Comment on how well data collection worked

Executive Summary
________ Overall results
________ What Uspecs were met and not met
________ High-level conclusions

Detailed Evaluation Results
________ Comments about each benchmark task
________ Overall issues

Include a Summary Table of all usability problems found

Include a Reflection statement

Appendix
________ Data collection forms and Questionnaires

Comments