
Appendix C Forms, Tables, and Checklists

User Profile Form
Application:
Potential Users:
Hardware Experience:
Software and Interface Experience:
Experience with Similar Applications:
Task Experience:
Frequency of Use:
Key Interface Design Requirements that Profile Suggests:

Task Detail Table

Task #	Task	Frequency	Display Requirements	Input Requirements	Comments

Usability Specifications Table

Measurable Behavior	Criteria	Key Elements	Users

Analysis Checklist	
4	Step
	Identify current state and scope Consider work in progress Decide on the scope of the analysis Define interface design constraints
	Develop user profiles
	Gather data Validate user profiles Gather task data
	Document the current tasks Decide how to document the current tasks Document current tasks Validate current task documents
	Document problems and opportunities Document problems and opportunities Validate problems and opportunities
	Describe future tasks Describe future tasks Validate future task descriptions
	Develop usability specifications Develop specifications Validate specifications
	Develop use case scenarios Develop use case scenarios Validate use case scenarios
	Test

Object-Action Table		
Object/Sub-Object	Attributes	User Actions

Object-Metaphor-Representation Table		
Object/Sub-Object	Metaphor	Representation

Action Table				
Action	Command Button	Toolbar	Menu	Other GUI Widget

Knowledge & Skills Table	
Knowledge/Skill	Users Already Possess?

Support Planning Table						
Deficiency	Getting Started Tutorial	Online Help	User Guide	Quick Ref Card	Online Cue Cards	Other

Design Checklist	
4	Step
	Choose major user objects Identify objects from analysis documents Identify object attributes Identify user actions on task objects
	Select metaphors and representations
	Storyboard the major user objects and metaphors
	Create a high level interface design Select/adapt a style Identify main windows and related user actions Identify home bases and launching pads Identify how user access main windows Assign user actions for main windows Create design mockups Review and revise the high level design
	Test
	Develop the support plan Identify user knowledge and skill deficiencies Map the support plan

Construction Checklist	
4	Step
	Develop the hi-fi computer prototype Conduct design reviews Revise prototype Conduct usability tests Revise prototype
	Create a User Interface Design Description

Usability Testing Checklist	
4	Step
	Identify the scope Decide on the type of media Decide on interaction Decide on the test environment Review and confirm usability specifications Choose participants
	Plan and conduct the test Create test scenarios Develop a usability test plan Create materials Run a pilot test Conduct the test
	Analyze and report test results Develop a preliminary report Develop a final report Prepare a presentation