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Research Checklist

To prepare:

- ☐ **Check the respondents in the database!** – if you have a list of participants ready (maybe delivered by an external recruitment agency, perhaps by asking friends of your friends to come along), check if these people hadn't taken part in a test in your company before. It can affect the test results. Additionally, the more a person participates in UX tests, the more they become a professional test participant – so their reactions may be a little less natural than you would like them to be.
- ☐ **Deliver the schedule/ list of respondents to the front desk –** there should be a person who will welcome the participants, get all the paperwork done and bring people to the lab. This way, you will be able to focus on the most important tasks.
- ☐ **Check the prototype** – for one final time, check if the prototype works smoothly. You don't want any surprises when you reach the studio right before sessions the next day.
- ☐ **Materials for research (e.g. reaction cards, SUS surveys) –** if you haven't done it while preparing the script, make sure that you have prepared any additional test tool you want to use during the session (e.g. reaction cards)
- ☐ **A thank-you gift for participants** - it is usually nice to reward your participants somehow. For example, with a gift voucher.

To print:

- ☐ **NDA for the focus studio** – if you organize your research in an external, rented studio, make sure you have a decent NDA agreement for them to sign. It might not matter to you, but it may be really essential for your client.
- ☐ **Consent for research** – make sure that every participant who enters your lab has signed a *Consent for research* form. This document should inform the participant that he/she will be recorded (audio, video) and he/she should agree to that by signing the document. Note: This document has to be signed BEFORE the session and we recommend that the person welcoming the participant is responsible for the signing.

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- ☐ **NDA for participants (confidentiality obligation)** – another document for the participant to sign is an NDA agreement. This should be essential for everyone who doesn't want the next billion-dollar idea tested during the session to be on the internet minutes after the participant leaves the studio.
- ☐ **Printed script for the client and moderator** – it almost goes without saying that you should make sure that you and the person who is observing the session has the latest version of the script.

To check:

- ☐ **Research laptop** – check if your prototype and the recording software works well
- ☐ **Computer for observers** – check if the view on the observer's computer is of high quality.
- ☐ **Mobile** – if you're doing mobile tests, then check how the prototype or tested site is viewed on your mobile device. Make sure that you charge the device overnight.
- ☐ **Cameras** – check if the cameras are well connected with the recording software.
- ☐ **Microphones** – check if sound records. If you need batteries – make sure there are plenty for back-up during the test.