

Research Plan Checklist

Research Process Overview

- Planning
- Conducting
- Documenting
- Analysis

Planning Research

- What is your project purpose?
- What are your research objectives?
- Who are your participants? Where can you recruit them?
- What are your screening criteria?
- Which research methods do you apply?
- Phases and estimated timelines?
- How do you analyze the data? What are the proposed metrics?
- What are the deliverables?
- Research team and roles?
- Define research ethics

Preparation For Data Collection

- Review schedule and background of each participant
- Set up equipment, devices and/or room (if required)
- Make copies of protocol and consents, maybe NDA
- Prepare a note-taking guide
- Prepare data collection program (if required)
- Test recording equipment
- Deliver honoraria (if required)

Research Methods

- Observation, hospitation, shadowing
- Interviews and contextual inquiry
- Focus groups
- Function and task analysis
- Expert review
- Concept tests and experiments
- Usability testing