A. Pre Focus Test: Preparation
1. What is the goal of this focus test? What do you want to learn? (Question, data, etc.)

2. Attach a copy of the testing survey, interview question list, observer sheet or other testing documentation used to gather & allow analysis of testing data. Could be a print out of a Google form.

B. Post Focus Test: Observations & Intended Actions
1. Number of testers: _________ Who were they:_________________

2. Summary of results (should be supported by data gathered by testing.)

3. Intended actions/changes to design: