CHEAT SHEET:
USER TESTING IN PRACTICE

USER TESTING IN PRACTICE | CHEAT SHEET

This document is a condensed guide to using the **USER TESTING IN PRACTICE TOOLKIT**, with key tools organized by stage. Designed for educators, students, or teams to quickly select and apply the right tools during product development.

TOOL	PURPOSE	USE WHEN...	TIME
A PRE-TESTING *To know more, explore pages 6-8 in the Handbook*			
A.1 DEFINING THE PURPOSE	Clarify what to test: Look, Feel, Usability	The team has a concept or early prototype & needs to define test goals	15-30 min
A.2 SELECTING THE RIGHT TEST PARTICIPANTS	Identify & prioritise potential users	There is uncertainty about which users to involve in the session	15-25 min
A.3 ESTABLISHING A TESTING APPROACH	Choose the most suitable testing method	The team needs to align the testing method with their goals	10-20 min
A.4 A.5 PLANNING & MAPPING THE TESTING FLOW	Define logistics & map the testing flow	The team needs to develop the structure of a user testing session before conducting it	20-40 min
B DURING TESTING *To know more, explore pages 9-10 in the Handbook*			
B.1 B.2 B.3 CONDUCTING THE USER TESTING	Guide the full testing session from start to finish	*The team is running a test &* needs practical guidance on facilitation & observation	10-35 min
C AFTER TESTING *To know more, explore pages11-12 in the Handbook*			
C.1 ORGANISING & MAPPING FINDINGS	Spot patterns & themes	Teams have collected data & want to identify key insights	10-30 min
C.2 TRANSLATING INSIGHTS	Connect insights to improvement ideas	There is a need to turn findings into design directions	10-20 min
C.3 C.4 IMPLEMENTING INSIGHTS & DEFINING NEXT STEPS	Prioritise & act on insights with clear responsibilities & success criteria	It's time to move from ideas to action & define how to evaluate success	20-40 min

! FOR EDUCATIONAL USE

The handbook offers several resources to support teaching, including **EXAMPLE SCENARIOS** (p. 15-18), an **INDUSTRY CASE WITH FILLED TEMPLATES** (p. 19-27), and an expansion pack with **FICTIONAL CHALLENGES, PERSONAS AND ROLE CARDS** (p. 13-14).

These help educators design effective exercises and assignments for various classroom contexts.