

Weekly Planning the UX Research

Below is the list of tasks made during the planning stage. All tasks had name and status against each items to show progress. Phase 1 in the table below refers to exploring the back-end and front-end of the new Primo UI and making a start with the development work.

Week	Tasks	Details
Week 5	Overall Plan	Present Overall plan to Primo UX forum for Summer 2016
	Issues for Phase 1	Primo Forum members to provide all current known Primo issues sent to LIS
	UX Team Availability	UX team will share the dates they are away in June
Week 4	Phase 1	Planning initial development work: include addressing any immediate outstanding Primo issues Categorising the changes and issues that we know we want to address
Week 3	Phase 1	Continue with Primo development work
	Design UX session format	Design and finalise UX session format: number of participants, type of participants, research ethics, data management plan, timing (lengths of sessions)
	Assign Tasks	Assign tasks to UX Primo team
	Background reading	Background reading on chosen techniques / methods. Think-aloud exercises (focus on comparative testing approach) and semi-structured interviews
	Design Marketing Plan + Recruitment	Participants recruitment plan (twitter/student union) + other marketing plans + incentives Complete final recruitment for planned sessions.
	Design sessions	Design sessions; think about questions to ask / tasks to run through.
Week 2	Phase 1	Continue with Primo development work
	Finalise sessions design	Format of interviews + finalise interview questions
	UX Workshop	Training in techniques / methods
	Schedule Sessions	Set up schedules for sessions. Scheduled for

		week 0: 13th-17th June. Weds 15th and Thurs 16th June: aim for 5 sessions per day. Book rooms for the whole day. Interviews (20 mins) > journey mapping (5-10 mins) > Comparative testing (20 mins)
	Consent Forms	Design consent form and send to UX Coordinator for interview pack
	Interviewer/Facilitator or guidelines	E.g. Discussion Guide, facilitator script with variables, degree of prompting etc. - send details to Primo Forum team
	Book interview rooms	Book interview rooms + room for welcoming participants etc. - send details to Primo Forum team
	Book Laptops	Book required number of laptops for sessions (power cable, other audio/video equipment) - Send to details to Primo Forum team
Week 1	Phase 1	Finalise development work
	Follow up Marketing	Communication with participants for date/time and location of sessions
	Schedule interviewers/note takers	Schedule interviewers / note-takers / facilitators per session slots and share schedules
	Interviewer Pack	Prepare interviewer 'survival pack' including completed ethics forms and guidelines, pen / paper for journey mapping
	Amazon Vouchers	Buy and print amazon vouchers and give to UX Coordinator for interviewer pack
	Organise refreshments	Coffee, tea, donuts etc.
UX Week	Pilot testing	Pilot testing of interviews/sessions 1 or 2 days prior to interviews (if needed) Mon 13th - Tues 14th June 2016
	Follow up sessions participants	Confirming sessions/rebooking if necessary
	Interview rooms Setup	Laptops, Audio, video, room testing - make sure all tools / equipment are ready for UX sessions Donuts and refreshments set up
	Meet & greet participants	Meet & greet at reception desk
	UX Coordinator	Co-ordinate sessions