### Test Plan Progress Report Memo Content (75% of grade, 15 points)

- Header – Includes To, From (names, initials), Subject, Date
- Purpose – Describes purpose of memo.
- Test Plan – Describes the following:
  - Participants to be used (number, qualifications, characteristics)
  - Apparatus to be used (mockup/prototype, equipment, questionnaires, etc.)
  - Testing & evaluation methods to be used.
  - Scenarios to be used.
  - Independent variables to be manipulated (if any).
  - Human performance to be measured (speed, accuracy, etc.- be specific)
  - Testing procedures to be followed (step-by-step).
  - Analysis to be performed on results.
  - Testing schedule to be followed.

### Progress Report Memo Writing (25%, 5 points)

- Factual accuracy – Statements appear to be valid.
- Logic – Conclusions follow from premises.
- Organization – Follows rational, understandable order.
- Clarity – Language is clear and understandable.
- Style – Appropriate to a professional technical report.
- Wording – Appropriate words are used.
- Grammar – Correct.
- Spelling – Correct.
- Punctuation – Correct.
- Length – Long enough to present the material, but not more than four pages.

### Comments

- = unsatisfactory,  = satisfactory,  = good