

Guidance for U.S. government websites and social media

- digital.gov/california-wildfires
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Usability Starter Kit

Here are some tools and templates to help you create better user experiences. If you have resources to add, please [email us](#).

1. Usability and User Experience Presentations:

- [User-Centered Design Presentation](#) (PowerPoint presentation, 5.4 MB, 40 slides, Nov 2013) and [Recorded Video](#)
- [Introduction to Hallway Usability Testing](#) (Video)

2. Usability Test:

- [Usability Testing Script](#) (Word document, 81 KB, 6 pages, November 2013) (and [Spanish Version](#)) (Word document, 39.5 KB, 2 pages, November 2013)
- [Recording Consent Form](#) (Word document, 23 KB, 1 page, November 2013)
- [Instructions for usability test observers](#) (Word document, 26.5 KB, 2 pages, November 2013)
- [Usability Report Template 1](#) (PowerPoint presentation, 373 KB, 8 slides, May 2014)
- [Usability Report Template 2](#) (Word document, 20 KB, 6 pages, May 2014)
- [System Usability Scale / Post-Test Questions](#) (Word document, 500 KB, 1 page, Dec. 2014)

3. Focus Group:

- [Video Focus Group Script and Facilitator Guidelines – Sample](#) (Word document, 21 KB, 11 pages, December 2014)

- [Igniting User-Centered Design Thinking at Dept. of Energy](#) (PowerPoint presentation, 5.4 MB, 14 slides, December 2014)

4. Usability Expert Evaluation (in beta):

- [Expert Evaluation Worksheet](#) (Excel spreadsheet, 12 KB, 1 tab, November 2014)
- [Expert Evaluation – Sample](#) (Excel spreadsheet, 12 KB, 2 tabs, November 2014)
- [Expert Evaluation v2](#) (via Google Forms)

5. Personas (Audience Research):

- Veteran’s Affairs – [Voices of Veterans research](#)
- [USDA Personas and Use Cases](#) (PDF, 481 KB, 7 pages, Dec. 2014)
- [GSA Open Opportunity Personas](#) (PowerPoint presentation, 94 KB, 1 slide, Dec. 2014) and [article about creating them](#)
- [Persona Template](#) (PowerPoint presentation, 254 KB, 4 slides, May 2014)

6. Accessibility (general information):

- [Accessibility Requirements and Section 508 language template](#) (Word document, 496 KB, 1 page, Oct 2014)
- [Role-Based Accessibility in Government](#) (Slideshare)

7. Usability in Procurement and Contracts:

- [Personas for IT Procurement Stakeholders](#) (PDF, 7.1 MB, 7 pages, June 2014)
- [SOW Template – Usability Test](#) – from Usability.gov (Word document, 20 KB, 4 pages, Jan 2014)
- [SOW Template – Focus group](#) – from Usability.gov (Word document, 17 KB, 3 pages, Jan 2014)
- [SOW Template – Usability Task Order](#) – from Usability.gov (Word document, 27 KB, 12 pages, Jan 2014)
- [SOW Template – Usability Consulting](#) – from Usability.gov (Word document, 18 KB, 3 pages, Jan 2014)

8. Paperwork Reduction Act (PRA):

- User Research and The Paperwork Reduction Act: How to Get it Done – [Webinar](#) and [PRA Slides](#) (PowerPoint presentation, 811 KB, 40 slides, Jan 2015)
- [PRA Fastrack Request Example](#) , via USAJOBS (Word document, 61 KB, 4 pages, Oct. 2014)

- [PRA Primer – OMB Guidance](#) (PDF, 98 KB, 8 pages, April 2010)
- [PRA Fast Track FAQ](#) (PDF, 143 KB, 8 pages, Dec. 2014)
- [Article explaining PRA and FastTrack](#)
- [How To Create PRA Supporting Statements](#) (Word document, 70 KB, 7 pages, Oct. 2014)
- [PRA Information Collection Guide](#) , via OPM (PDF, 1.1 MB, 50 pages, Oct. 2014)

9. Mobile Prototyping:

- [Mobile Prototyping workshop](#) (PDF, 1.7 MB, 20 slides, June 2014)
- [Ideation Matrix template](#) (PDF, 119 KB, 1 page, June 2014)