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| **05-863/45-888: Introduction to Human Computer Interaction for Technology Executives****Contextual Inquiry and Analysis Template****Dated****MM/DD/YYYY**

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| **Prepared By****NAME:**  |

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| Part A:**Description of your device** | << Give a brief description of your device (what kind of device and what parts of the interface to it) that you selected. The description should contain the purpose and the functionality of the product, and specific sections of the interface you will interact. It should *not* contain any general information, such as the price, material, color…etc>> |

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| The script of exactly what you will say | << Write the script to instruct the users on which tasks they should achieve (remember, the instructions should tell them what to do, not how). This includes the questions you will ask initially to **find out the context of why, when and how** the user does these kinds of tasks now. *Note that this script will have two parts - the preliminary interview questions, and then the specific instructions to perform the tasks*.>>**Part 1: Preliminary Interview Questions****Part 2: Specific Instructions to Perform the Tasks** |

 **Part 2: Specific Instructions to Perform the Tasks**

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| Part B:Transcript | << Provide a transcript of **what the user did and said, and what you did and said**. If at some points you have to help the users, because they cannot figure out what to do, that must be included in your transcript. It is not necessary to write down every word that the user says, just what is interesting and useful. Be sure to write down all actions on the device, whether correct or wrong. Include any notes of what happened along the way. *Note: we* ***do not*** *want you to turn in your video or audio recordings, just the transcript.* This section has line numbers, which you can use as the references in the next section, or add time codes if you want. If you need more than one page, just keep adding more lines and the template will add more pages as needed.>> |

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| Part C:Models with annotations | << Create three (or four) models, with your annotations. You can draw the models using any drawing tool you like, such as Visio, Illustrator or even PowerPoint. Or, if you are very neat, you can even just draw them by hand on paper and then scan them into the computer (however, we will deduct points if it is not legible). Then copy and paste them here. Again, be sure they are easy for us to read. >>**Artifact Model (**paste your model below – use as many pages as you need)**:**  |
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|  | **Flow Model (**paste your model below)**:**  |

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|  | **Social Model (**paste your model below)**:**  |

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|  | **Physical Model(optional) (**paste your model below)**:**  |

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| Do’s and Don’t’s | << Make a list of "do's" and "don't's" for the user interface of your device, that you learned as a result of this study, that will guide your alternative design for the device. All of the recommendations for "don'ts" should clearly refer back to breakdowns you observed. All the "do's" should refer back to things the user did successfully that you want to retain in your design. Use as much space as you need.>>**Do’s:****Don’t’s:**  |