PRACTICAL RESOURCE / BUILD A PRODUCT

Prototype test plan and evidence record

Build a Product · Ashley Kays · Updated October 24, 2026

Companion lesson: https://buildaproduct.live/learn/testing/

Free editable worksheet. Copy into your notes app. Do not enter confidential customer information into an unapproved tool. This is a planning resource, not evidence that a test has happened.

Before the round

- Decision this round should inform:

- Prototype version / date:

- Relevant participant work context and access needs:

- Starting screen and invented or safely approved inputs:

- One realistic task prompt (no button-by-button instructions):

- Observable completion criterion:

- What this prototype cannot test:

- Recording / note-taking agreement and secure retention plan:

- Stop condition for data loss, disclosure or other harm:

One record per attempt

- Anonymous participant code:

- Task attempted / date:

- What the person did or said (keep separate from interpretation):

- Where they hesitated or encountered an error:

- Assistance provided, if any:

- Outcome: independent completion / assisted completion / not completed / not tested

- Recovery behavior:

- Interpretation and alternative explanation:

- Unresolved question:

Decision after the round

- Number of attempts, exclusions and reasons:

- Independent / assisted / not completed / not tested counts:

- Most consequential observed problem:

- Evidence that contradicts our assumption:

- One proposed change:

- Retest task and criterion:

- Separate engineering, accessibility or security review needed:

- Decision: revise and retest / bounded next pilot / stop / insufficient evidence

- Owner and review date:

Illustrative starting task (not a completed test)

Client-feedback tool: “Your client has sent these comments in three places. Prepare the revision list you would use for your next design pass. Before you finish, make sure it reflects the client's requests and save a copy you could share.”

Use invented comments. Decide beforehand what an accurate exported list must contain. Record assistance honestly. Success at this task does not prove willingness to pay, market demand or production safety.

Method reference: GOV.UK Service Manual, Using moderated usability testing, updated October 3, 2017; checked October 24, 2026.

https://www.gov.uk/service-manual/user-research/using-moderated-usability-testing

This worksheet and example are original Build a Product teaching resources, not a government standard.