MiniProject Checkpoint W04:Evaluation Plan

Team: [Insert team name]

Topic: [Your Team’s topic]

[ Insert photos of your team members, identified by name ]

[Team Member Names, Student IDs (e.g., John Doe, 12369156),  
in order of Student IDs]

[Insert date of submission (e.g., Sep 1 (Fri), 2018)]

# Evaluation Plan (~1.5 pages + study doc Appendices)

## Human activity and central tasks

## Evaluation Goals

## Participant pool

## Protocol

## Evaluation Rationale

# Appendices

A.1) **Ethics Materials:**

* **Consent form**
* **Recruitment form (if using)**

A.2) **Evaluation Instruments:** *Append copies of evaluation instruments (to obtain TA sign-off):*

* **Interview questions**

MiniProject Checkpoint W05:Piloting Results and Status Update

Team: [Insert team name]

Topic: [Your Team’s topic]

[ Insert photos of your team members, identified by name ]

[Team Member Names, Student IDs (e.g., John Doe, 12369156),  
in order of Student IDs]

[Insert date of submission (e.g., Sep 1 (Fri), 2018)]

# Piloting Results and Status Update *(1 page)*

## Findings from Piloting:

## Changes to evaluation:

## Status of Evaluations:

Miniproject Report W07:Evaluation Report and Requirements

Team: [Insert team name]

Topic: [Your Team’s topic]

[ Insert photos of your team members, identified by name ]

[Team Member Names, Student IDs (e.g., John Doe, 12369156),  
in order of Student IDs]

[Insert date of submission (e.g., Sep 1 (Fri), 2018)]

# Summary of Evaluation and Results *(Max 2.5 pages)*

## Evaluation Goals:

## Evaluation Summary:

## Evaluation Rationale:

## Analysis (outcome of Step 9):

## Conclusions (outcome of Step 10):

# Task Examples and Requirements *(Max 1.5 pages)*

## Task examples:

## Requirements (Step 12):

## Justification:

# Appendix A (no page limit) – goes in same pdf as report

*Clearly mark appendices (separate each with a title sheet and start on separate pages).*

A.1) **Actual evaluation instruments**

A.2) (Optional) **Supplementary analysis**

# Appendix B - Additional Documentation *(separate from Report - no page limit)*

*To ensure that confidential participant materials are kept separate from reports, which your team may wish to share publically at a later date, include in* ***a second PDF****.*

B.1) Signed ‘[Adherence to Ethics Protocol](http://www.ugrad.cs.ubc.ca/~cs344/2013W1/resources/ethics/Adherenceto344_544%20EthicsProtocol.pdf)’ form, which can be downloaded from the course resources page. One form must be included for the entire team.

B.2) Signed participant consent form(s) from the evaluation

B.3) Scanned raw data (e.g., interview transcripts, measurements)*. Legible photographs okay.*