

# CSCI 310: Interview Plan

**Due: 11:59pm September 16**

Do this assignment with your project team.

You will conduct a requirements analysis to identify potential users of your application and the tasks they need (or want) to perform. The first step is planning your interviews.

In order to succeed:

- start early and submit your proposal for approval (expect revisions!)
- Do not wait for your proposal to be done, or approved, to start setting up interviews with users or you will run out of time.
- Once your proposal is approved, run interviews and write up the report (Part 2)

## What to hand in?

As a team, submit to VIU Learn:

- Your interview proposal to VIU Learn

## Proposal (5 marks)

Before conducting the interviews you must submit an interview proposal document via VIU Learn to be approved by the instructor. This is the latest date for submission, the sooner you get these in the sooner you can start your interviews!

This document should include:

- Your team's name
- The full names of each of your team members
- A general description of the application you plan to develop
- A short, one-paragraph, description of each of the users you plan to interview (**no names**)
  - e.g., interviewee 1 is a 23 year old female, studying Biology
  - The descriptions are needed so the instructor can check that users adequately represent users of your proposed application
  - **NOTE: do not include any identifying information about your users (name, id). Doing so will result in loss of marks.**
- Questionnaire questions:
  - A set of demographic questions that will help you understand the kinds of users you interviewed. These should be in the form of a *questionnaire* the user can fill out.
- Interview questions:
  - At least 10 sample *interview* questions designed to help you understand how the user thinks about the solution/app, which should include at least:
    - 3 open questions
    - 4 Likert questions
- The consent form you plan to use.
  - You should modify the sample consent form available on the course website.
- Your interview plan and script (see below for details)

**Getting the proposal in as soon as possible will allow you to start the rest of the assignment. The proposal must be approved before you are allowed to conduct interviews. Submit your proposal via VIU Learn.**

## CSCI 310: Interview Plan

### Plan the Interviews

You will interview users to help you better understand how the interface should work *from their perspective*.

- Before performing interviews, come up with a script that all team members will follow in their interviews. It should include:
  - introducing yourself
  - introducing the purpose of the project
  - informed consent (this is where the user reads and signs the consent form)
  - demographic questionnaire
  - the interview questions to be asked, in the order to be asked. Leave room to take notes.
  - a short debrief at the end
- Each team member must **run** at least 2 interviews. This means actually asking all questions, and recording all answers. This means you will have  $2 * \text{group\_size}$  interviews. For a group of 3, that is at least 6 interviews.
- Each interview should include at least 2 team members. The second team member should observe and take extra notes.
- After each interview, all participating team members should have a debrief, and discuss the notes taken and what they mean.

### Project part #1 Marking Scheme

This assignment is worth 5% of the overall assignment mark.

**NOTE:** This is a general marking scheme. Additional marks may be deducted for unanticipated issues with your submission.

#### Proposal [ /5]

- Submitted on time
- Changes to proposal requested, made
- Team identified
- Application described
- User descriptions
  - NOTE: marks will be deducted for including user's names
- Sample questions
- Modified consent form (not filled out)
- Script

#### Total [ /5]