

4.1 Testing Your Procedures

After you write your procedures, you need to have someone within your department test them. The tester can be a coworker, graduate assistant, or supervisor.

Give your tester a copy of the following User Edit Questions when you are ready to test your procedures. Provide a copy of your written procedures and a copy of the User Edit Questions. Be sure there is room for comments and suggestions on the user edit form you give your tester. Use the following User Edit Questions to test the accuracy of your procedures.

Style and Editing

- Are the procedures task-oriented?
- Are similar types of information organized together?
- Do the procedures use active voices?
- Are the instructions gender neutral?
- Could you understand the language?
- Are the sentences concise?
- Do steps within a task use parallel structure?

Content

- Do the instructions tell you everything you need to know to perform the process?
- Are the terms defined?
- Did you have trouble following the logic of the instructions?
- Are the steps in the correct order?
- Are there any steps missing?

Visuals

- Do graphics aid the instructions?
- Are the instructions modular in design?
- Were the illustrations and tables in right the place?
- Were the instructions about the pictures?

Other

- Any additional comments related to the readability of the procedures?
- Do you think these procedures speak to their intended audience?