
Implementation of the user trial / testing

Name of the company:

Product/service of the company:

Contact person of the company:

Persons in charge of the user trial / testing:

Location of the user trial / testing:

Start and end date of the user trial / testing:

In the user trial / testing, answers to the following questions are sought (questions that are registered in the development plan):

- 1.
- 2.
- 3.

**Implementation of the user trial / testing**

Tasks	How the tasks are executed	Schedule	Persons in charge
Users / testers			
Recruitment and selection of users / testers			
Informing the key persons			
Permissions required			
Devices: <ul style="list-style-type: none">• Location, installation, de-installation, maintenance, insurances• Checking of network connections in the authentic environment			
Feedback collection during the trial: <ul style="list-style-type: none">• For what is feedback asked for• Who is asked to give feedback• How feedback is collected• How feedback is analysed			
Data security: <ul style="list-style-type: none">• Where data is stored• Where data is retained and for how long• How data is disposed			



Tasks	How the tasks are executed	Schedule	Persons in charge
Reporting of the user trial: <ul style="list-style-type: none">• What data is reported?			
Schedule of interim and final assessment			