



Guide to Working with a UX Researcher

Template

Step 1: Declaring a need for a UXR project

- Create a meeting with [UX researcher] at least 2 weeks before you want the project to **START**. Note that it will take [## DAYS] to recruit participants
 - Better yet, tell [UX researcher] about the project even further in advance
 - Best yet, invite [UX researcher] into your project backlog and planning sessions, so you can set deadlines, alerts, and reminders together

Step 2: Meeting with [UX researcher]

- Set aside [_## Minutes_] to discuss the scope and goals of your project.
- Together, we will define the problem, best methodology, participant-base and timeline

Step 3: [UX researcher] starts recruiting (Takes [### weeks])

- Recruitment begins
- [UX researcher] to schedule as potential participants, as they respond to recruitment
- [UX researcher] creates a research plan and shares with you to collaborate
- Once [UX researcher] schedules [###] participants, research begins

Step 4: Research sessions begin [Takes ## weeks, depending on methodology; beta testing takes ## weeks]

- [UX Researcher] moderates all sessions, and squads sit in as many sessions as possible
- All research will be recorded for those who cannot make the sessions
- For in-person sessions, only [_##_] observers will be allowed in the room at once

Step 5: Research ends

- Once the [_##_] participants have been interviewed, the research concludes
- [UX Researcher] compiles all project data and creates “research summaries”

Step 6: Research analysis

- [UX Researcher] does her own analysis on the interviews, creating a research summary
- [UX Researcher] creates a meeting with the squad to analyze the research together

Step 7: Share out

- [UX Researcher] and squad share the research with any relevant teams/departments

Step 8: Brainstorming

- [UX Researcher], squad, and designer have a brainstorming session to develop new ideas for implementation

Step 9: Next steps

- The team brainstorms follow-up research that needs to be done (such as usability tests)