How to set up and run a successful design review

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Adjust as needed

- These tips are for meetings where you

  - Don't know the participants
  - Have not yet established a working relationship
  - Sense there may be pushback on your ideas
  - Are dealing with an organization that has limited experience with usability

  (in other words, any high-risk situation)

Before the meeting

- **Gain support from most influential person(s) in the group**

    - ❑ Get buy-in for your design
    - ❑ Have them approve the agenda, process for running the meeting, & participant list
    - ❑ Make sure powerful people come to the meeting
    - ❑ Invite smallest number of participants

Running the design review

- Keep to one hour

- Maintain tight reign on group process

- Ask influential person to facilitate the meeting (or enlist a skilled outsider)

- Assign recorder function to a meeting member

Structure group process

- **The facilitator should**

  - ❑ Introduce agenda (mention time limits)
  - ❑ Define the purpose of meeting and level of detail that will be discussed
  - ❑ Tell team how you will present your design
  - ❑ Keep the meeting on track
  - ❑ Make sure everyone is heard

Presenting your ideas

- Pictures work well

- Present birds-eye view as well as screen level view

- As participants respond, recorder writes people's comments on flipchart or white board

- Facilitator determines when discussion on each point should end

End the meeting

- At end of meeting, agree on outstanding issues

- Decide and communicate how issues will be resolved

- Tell group what comes next

Thanks!

- Please send your comments to me at:

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