

To: Professor Wickliff
From: Isabelle Formichelli
Date: April 1st, 2025
Subject: Project #3 Planning Memo

Audience:

The audience for this project will be novice users of Procreate for iPad looking to learn how to import new brushes using a second hand application. Other audience members will include Professor Wickliff, students enrolled in the course ENGL 4181/5181, and participants of the manual's usability tests.

Primary Purpose:

The purpose of this manual is to teach novice users of Procreate to be able to successfully import community made brushes using a separate application on an Apple iPad.

Topics and Tasks Included:

I will be recruiting three novice Procreate users to complete my usability tests. The task that will be listed in this manual is:

- Importing new brushes
 - Downloading the “Brushes for Procreate” application using the Apple App Store
 - Selecting the desired brush
 - Importing the new brush
 - Finding and using new brush

Schedule:

April 1st: Complete and submit planning memo, contact potential users

April 10th: First user test

April 15th: Style sheet, test script, first test summary turn in

April 19th: Second User Test

April 22nd: Second Test Summary turn in

April 24th: Third User Test

April 29th: Project Rough Draft and peer edit summary due

Rough Test Outline:

1-3 minutes: Introduction and Consent

2-4 minutes: Pre-Test Questions

5-10 minutes: Usability Testing Task

2-4 minutes: Post-Test Questions

TOTAL: 10-21 minutes

Tone:

Since the assumed audience is quite general and the topic of the manual isn't outwardly serious, the tone of the manual will be quite casual to match the importance of the tasks. I plan to teach users how to successfully complete the listed tasks in a friendly and informative manner.