Tool/Service Being Tested: User: Date:

00/00/00

**Computing Environment**

******

**Skill level/Type of User**

******

**Needs & Expectations**

**Current State of Collections You are Testing**

******

**Types of Files/Volume/Existing Metadata**

******

**Anticipated State of Collections After Using This Tool/Service****

**Is the tool/service documentation understandable?**

Extremely Confusing Extremely Clear

 



**Is the tool/service well supported?**

No Support Present Extremely Well Supported

 



**Was the tool/service intuitive and well structured?**

Extremely Confusing Extremely Intuitive

 



**Was the tool/service reliable?**

Extremely Unreliable Extremely Reliable

 



**Is the tool/service usable “out of the box”? (required no configuration/customization)**

Extremely Unusable Extremely Usable

 

**Is the tool/service flexible and customizable?**

Extremely Inflexible Extremely Flexible

 



**Is the tool/service scalable? (Can it handle large amounts of data?)**

Extremely Unscalable Extremely Scalable

 



**How well did the tool/service ingest existing metadata?**

Extremely Poorly Extremely Well

 



**How easy was it to manage/add metadata with the tool?**

Extremely Difficult Extremely Easy

 



**How well did the tool/service meet your expectations?**

Extremely Poorly Extremely Well

 



**Additional Comments & Notes:**