Activity

Design and Test Your Prototype

This worksheet covers four steps to help you plan and test your idea:

1. Decide what to test
2. Conduct your test
3. Learn from your test
4. Iterate and repeat

Set aside 30-60 minutes to plan, plus time to test.

Step 1: Decide What to Test

What idea are we testing?

How will it work?

What impact will it have? (Consider impact to frontline employees. Managers, and organizational leaders. What’s in it for them?)
Step 2: **Conduct Your Test**

Sometimes it is best to start small — with even one person or team — to test an idea. Use the following questions to design your first test.

What do we want to learn through our test? (Describe something you assume will happen during your idea, then test if it works.)

Who is an ideal person to test this with? (Prioritize someone who will ultimately be impacted by the idea.)

How can we easily test this idea with this person?

How will we get feedback from this person?
Step 3: **Learn From Your Tests**

What did we learn from our test?

What worked?

What didn't work?

How will we change our idea to reflect what we’ve learned?

Step 4: **Iterate and Repeat**

Once you’ve refined your idea, test it again. This time, you can consider factors like how this idea connects to other organizational initiatives and what kind of support you might need to sustain it longer term.