Use the template below to note key observations, comments, artifacts, or other relevant details surfaced during a contextual inquiry.

|  |  |
| --- | --- |
| **SESSION DETAILS** | |
| **Description** |  |
| **Date** |  |
| **Time** |  |
| **Location** |  |

|  |  |
| --- | --- |
| **Look for :** | **Notes/Observations** |
| **Goals**  What the actors are attempting to accomplish |  |
| **Actors**  Names, roles, and relevant details of the people involved |  |
| **Activities**  ***General*** activities, high-level processes or key interactions between actors to accomplish the goals |  |
| **Acts**  ***Specific*** individual steps, tasks, actions, including both physical activities and mental activities |  |

|  |  |
| --- | --- |
| **Objects**  Physical objects, furniture, lab equipment, supplies, reference materials, software tools, documents, etc. |  |
| **Space**  Layout of the physical setting, labs, offices, outdoor spaces, etc. |  |
| **Events**  Particular occasions, meetings, milestones, decision points, etc. |  |
| **Time**  The sequence and duration of events |  |
| **Feelings** Emotions in particular contexts or associated with specific activities, acts, events, objects, or actors |  |

\*Adapted from 9 Dimensions of Descriptive Observation, Spradley, J.P. (1980) and Robson, C. (2002)