### **Project Overview**

**Project Name:** [Your Project Name]

**Prepared By:** [Your Name]

**Date:** [Date]

**Project Background:**

* Brief description of the healthtech product.
* Key business objectives.
* Current UX challenges and pain points.

### **Objectives**

* Define the specific goals of the UX audit.
* Align the audit with business and user needs.
* Provide actionable recommendations for improving the user experience.

### **Scope**

* Define the scope of the audit (e.g., specific features, user flows, devices).
* Identify any limitations or constraints.

### **Stakeholders**

* List the key stakeholders involved in the project, their roles, and contact information.

### **Roles & Responsibilities**

**UX Research:**

* Name:
* Responsibilities: Define UX strategy, conduct research, and analyze data.

**UX Analysis:**

* Name:
* Responsibilities: Provide support to research activities, perform heuristic evaluation, and synthesize findings.

**Project Management:**

* Name:
* Responsibilities: Manage logistics, coordinate the team, and ensure timely completion of tasks.

### **Timeline**

| **Stage** | **Activities** | **Start Date** | **End Date** | **Responsible** |
| --- | --- | --- | --- | --- |
| Preparation | Stakeholder interviews, review existing data, define scope and objectives, assemble team | [Start Date] | [End Date] | UX Researcher, Project Manager |
| Conduct the Audit | Heuristic evaluation, user journey mapping, competitive analysis, user testing, analytics review | [Start Date] | [End Date] | UX Researcher, UX Analyst |
| Synthesize Findings | Data consolidation, identify key findings, create user personas, develop recommendations | [Start Date] | [End Date] | UX Researcher, UX Analyst |
| Presentation & Co-plan | Present findings, stakeholder meeting, co-planning session, follow-up plan | [Start Date] | [End Date] | UX Researcher, Project Manager |