

Form 03 — Interview record

Companion worksheet to *Design-Led Involvement for Business Growth* by Sylvian Bryan.

Project: _____ Date: _____ Use evidence and mark unknowns. Attach supporting records as needed.

Participant code, date and consent arrangements

Recent episode and trigger

Actions, alternatives and people involved

Observed difficulty, workaround and consequence

Interpretation, unanswered questions and follow-up

Tool 4 Evidence ledger

Use this when findings will be reused or challenged. For each material claim, record the source, date, relevant context, observation, interpretation, confidence limitation, and decision affected. Store links to evidence in an approved location rather than copying sensitive records into every presentation.

Worked example: “Participant P04 called dispatch twice after receiving a confirmation” is the observation. “The confirmation did not answer the participant’s timing question” is an interpretation supported by the conversation. “A clearer status message will reduce repeat calls” is a hypothesis requiring a separate test.

Notes / decisions / next steps

Companion resources: www.sylvianbryan.com/design-led/forms/