



ICT Assessment and Authorization (ICTAA) Process

ICTAA's are done on solutions, not projects, and apply to IT solutions that are:

- ✓ New
- ✓ Undergoing significant change
- ✓ Already assessed and undergoing review
- ✗ Managed services and 3rd party hosted solutions are not included. The vendor would provide the ICTAA.

Roles

- PM
Project Manager
- ITAO
IT Accessibility Office
- ICTA
ICT Assessor

Gate 2: Initiation

1. Completes the accessibility checklist	2. Saves and uploads the document to the EPMO request folder (instructions in checklist)	3. Submits request to ITAO via RMT with the checklist link
4. Reviews the accessibility checklist	5. Schedules kick off meeting to provide advice and determines if accessibility audit is needed	6. Sends decision on accessibility requirements

Gate 3: Technical Design Requirements

1. Submits request for accessibility requirements consultation (via RMT)	2. Verifies solution details (desktop, web, etc.)	3. Provides advice/consultation for accessibility requirements
4. Updates documentation to reflect accessibility	5. Provides confirmation e-mail or report/document (TBD)	

Gate 4: Integration and Installation

1. Completes either web or software checklist	2. Saves and uploads the document to the EPMO request folder (instructions in checklist)	3. Submits request for ICT accessibility audit with checklist link (via RMT)
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<div>4.</div> <div>PM</div> <div></div> <div>Provides environment information</div>	<div>5.</div> <div>ICTA</div> <div></div> <div>Conducts assessment</div>	<div>6.</div> <div>ICTA</div> <div></div> <div>Provides assessment report with accessibility requirements</div>
<div>7.</div> <div>PM</div> <div></div> <div>Identifies accessibility requirements</div>	<div>8.</div> <div>ICTA</div> <div></div> <div>Provides consultation as needed on accessibility requirements</div>	<div>9.</div> <div>ICTA</div> <div></div> <div>Provides consultation on potential technological and organizational risks if needed</div>
<div>10.</div> <div>PM</div> <div></div> <div>Develops accessibility requirement</div>		

For questions, submit a new [request](#) or send an email to EDSC.TI-IT.A11Y.ESDC@hrsdc-rhdcc.gc.ca

