



ICT Assessment and Authorization (ICTAA) Process

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



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



Project Manager



IT Accessibility Office



ICT Assessor

Gate 2: Initiation



Completes the accessibility checklist



Saves and uploads the document to the **EPMO** request folder (instructions in checklist)



Submits request to ITAO via **RMT** with the checklist link



Reviews the accessibility checklist



Schedules kick off meeting to provide advice and determines if accessibility audit is needed



Sends decision on accessibility requirements

Gate 3: Technical Design Requirements



Submits request for accessibility requirements consultation (via RMT)



Verifies solution details (desktop, web, etc.)



Provides advice/consultation for accessibility requirements



Updates documentation to reflect accessibility



Provides confirmation e-mail or report/document (TBD)

Gate 4: Integration and Installation



Completes either web or software checklist

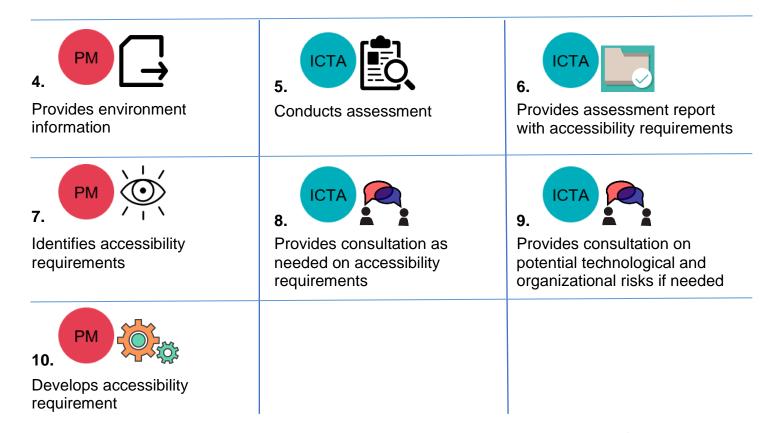


Saves and uploads the document to the **EPMO** request folder (instructions in checklist)



Submits request for ICT accessibility audit with checklist link (via RMT)





For questions, submit a new <u>request</u> or send an email to <u>EDSC. TI-IT.A11Y.ESDC@hrsdc-rhdcc.gc.ca</u>