

## Basic Web Accessibility Checklist for Directors and Program Managers

### Conduct Research

- Survey stakeholders and manage their expectations in terms of incorporating accessibility (team members as well as customers/users)
- Work with corporate legal resources to determine the impact of compliance requirements
- Select and assess resources available to help the team incorporate and sustain accessibility (assistive technologies, evaluation tools, training, etc.)
- Determine which accessibility standards will apply to the project
- Consult with the organization's accessibility team for assistance with accessibility integration

### Develop and Maintain Accessibility Policies/Procedures

- Develop an accessibility policy and/or procedures that are specific to the team
- Implement and communicate the policy and/or procedures to the team
- Establish ways to track progress of policy/procedure integration and compliance

### Create Structure for Accessibility

- Identify those among the team who will enforce accessibility policies/procedures and set up a structure for accountability
- Determine scope for accessibility for specific projects (new project, retrofitting old project, time management, cost management)
- Assign roles and responsibilities to team members that pertain to accessibility and foster accessibility integration throughout the development process
- Look to recruit an accessibility expert, or experts, to maintain accessibility
- Ensure team members have access to accessibility training resources
- Incorporate accessibility into procurement, human resources, and other business measures

### Look to Improve Accessibility Integration

- Communicate with team members and other stakeholders and evaluate accessibility integration
- Identify processes done well to integrate accessibility
- Determine what needs to be improved through feedback from both team members and customers