**Project Charter**

**Project Name: ICT Services and Applications Accessibility**

**Table of Contents**

[Purpose 3](#_Toc394668070)

[1 Project Overview 5](#_Toc394668071)

[1.1 Description 5](#_Toc394668072)

[1.2 Requestor(s) 5](#_Toc394668073)

[1.3 Sponsor(s) 5](#_Toc394668074)

[1.4 Stakeholders 5](#_Toc394668075)

[1.5 Clients/Customers 7](#_Toc394668076)

[1.6 Customer Benefits 7](#_Toc394668077)

[2 Constraints, Assumptions, and Dependencies 7](#_Toc394668078)

[2.1 Project Constraints 7](#_Toc394668079)

[2.2 Assumptions 8](#_Toc394668080)

[2.3 Dependencies: 8](#_Toc394668081)

[2.4 Risks Undertaking the Project 8](#_Toc394668082)

[2.5 Risks Not Undertaking the Project 9](#_Toc394668083)

[3 Scope 9](#_Toc394668084)

[3.1 In Scope 9](#_Toc394668085)

[3.2 Out of Scope 10](#_Toc394668086)

[3.3 Project Success Criteria and High Level Deliverables 11](#_Toc394668087)

[3.4 Approach 11](#_Toc394668088)

[3.5 Impacted Services (Known or Potential) 12](#_Toc394668089)

[4 Schedule 15](#_Toc394668090)

[4.1 Schedule Estimate 15](#_Toc394668091)

[4.2 Known Deadlines 15](#_Toc394668092)

[5 Cost 17](#_Toc394668093)

[6 Resource Estimate 20](#_Toc394668094)

[6.1 Roles Required 20](#_Toc394668095)

[6.2 Teams Required 22](#_Toc394668096)

# Purpose

The Project Charter formally authorizes a project or project phase and documents the initial requirements that will satisfy the stakeholder’s needs and expectations. It outlines the known project scope, schedule, cost, resources, and the key assumptions and constraints that are needed to formally commission an OIT project team to start.

**Template History**

|  |  |  |  |
| --- | --- | --- | --- |
| **Ver.** | **Date** | **Author** | **Change History** |
| 1.5 | 9/24/21 | Brent Phillips | Formatting updates + added version history |
| 1.6 | 11/25/21 | Brent Phillips | Added example to Project Constraints (2.1), updated Cost Estimate (5) section |
|  |  |  |  |

**Document History**

|  |  |  |  |
| --- | --- | --- | --- |
| **Ver.** | **Date** | **Author** | **Change History** |
| 1.0 | 4/21/21 | Clemith Houston | First draft |
| 1.0 | 4/23/21 | Clemith Houston | Draft revision |
| 1.1 | 4/24/21 | Jon Giltner | Review and revision |
| 1.1 | 4/24/21 | Clemith Houston | Revision per review by Jon and Brent |
| 1.2 | 4/29/21 | Clemith Houston | Revision per review by Larry |
| 1.3 | 5/9/21 | Jon Giltner | Edits |
| 1.3 | 5/12/21 | Clemith Houston | Edits including group designation |
| 1.4 | 5/16/21 | Clemith Houston | Edits (changed logo, added telephony and emergency communication services as services to review, identified procurement services resource, added process to review pending and future ICT purchases, edited resources). Edited team membership. Added placeholder for DS Office costs in cost section. |
| 1.5 | 5/19/21 | Clemith Houston | Edited sequence of resource, stakeholder, sponsor names |
| 1.6 | 5/20/21 | Clemith Houston | Added additional content to scope related to procurement and PPM governance and monitoring. Edited OLI definition. Changed charter file name to ICT Services and Applications Accessibility to align with project name. |
| 1.7 | 5/27/21 | Clemith Houston | Edited teams in resource section per Steering Team review |
| 1.8 | 6/4/21 | Clemith Houston | Revised language using corrective term, modified Google Apps timeline to include initial phase of remediation, added universal design resource to accompany accessibility coordinator resource. Revised resource teams to reflect changes approved in working group meeting. |
| 1.9 | 7/11/21 | Clemith Houston | Incorporates review and edits by Michelle Krech. Corrected resolution agreement as resolution proposal. Edited members of project teams. Edits to cost section pending. |
| 2.0 | 7/15/21 | Clemith Houston | Updated group membership, cost section and edits to timeline (pending) |
| 2.1 | 7/31/21 | Clemith Houston | Updated target dates to align with changes in the DoJ resolution proposal |
| 2.2 | 8/1/21 | Clemith Houston | Changed IT to ICT to be consistent with the resolution proposal. |

# Project Overview

## Description

* This project will implement policies, procedures, service modifications and documentation in support of accessibility capabilities and compliance for ICT equipment, systems and services on the CU-Boulder campus. This project will specifically implement those actions described in a resolution proposal document in response to addressing barriers to University services, programs and activities by students with disabilities, including students with vision impairments. The primary ICT services to be remediated include Google Apps, Digital Textbooks, Digital Signs, Portals, websites for homework and course-related content, and online placement and diagnostic exams. In the process of addressing these areas, other opportunities and actions may be pursued that support these objectives and benefit the campus. As they are identified, they will be reviewed for approval and incorporation into the project scope

For purposes of this document, ICT is defined as:

‘Information and Communication Technology’ or "ICT" means any electronic system or equipment used to create, convert, communicate, or duplicate data or information. This includes, but is not limited to: software, hardware, and applications; multimedia; search engines and databases; internet and intranet websites; course management systems; telephones and videoconferencing equipment; automated teller machines, interactive kiosks, and digital signs; electronic books and electronic book reading systems; and personal response systems, such as clickers. The intent of this definition is to capture an inclusive spectrum of current and emerging technology

## Requestor(s)

* Larry Levine, Jon Giltner, Marin Stanek

## Sponsor(s)

* Robert Boswell, Larry Levine

## Stakeholders

|  |  |  |
| --- | --- | --- |
| **Stakeholder** | **Project Role(s)** | **Description** |
| Marin Stanek | Strategic Communications and Campus Coordination | Project Oversight, Direction and Executive Communications |
| Jon Giltner | Enterprise Services Strategic Planning and Services Management | Oversight for all impacted enterprise services |
| Rochelle Scott | Project Communications and Documentation | Communications Lead and Management |
| Julian Kinsman | Academic Technology Services Service Manager | Management and technical direction for campus academic technologies and spaces |
| Aisha Jackson | Teaching and Learning Applications Service Manager | Management and technical direction for campus teaching and learning applications and services |
| Eric Galyon | Messaging and Collaboration Service Manager | Management and technical direction for campus messaging and collaboration applications and services |
| Kevin Notheis | Administrative Systems Service Manager | Management and technical direction for campus administrative services and liaison with UIS |
| Paul O’Brian | Campus Portals UIS Coordination, OIT liaison Service Manager | Management and technical direction for portal applications and services provided by UIS and used by OIT and the CU Boulder campus |
| John Meister | Disability Services Director | Management of CU Boulder Disability Services |
| CU Boulder Executive Leadership and Legal Counsel |  | Oversight and coordination with Department of Justice, OIT, and Disability Services |
| University Communications | External Communications and web/application UI (User Interface) usability and accessibility. | Consultation and implementation of accessibility changes to certain systems.  Also, any external communications. |
| Michael Roseberry | Human Resources Disability Coordinator | Consultation, Policy Development and Exception Process |

## Clients/Customers

* CU Boulder campus associates using supported ICT services and applications in a context that requires accommodation or accessibility services, features or capabilities. This includes students with disabilities and faculty/instructors teaching courses that may have students with disabilities enrolled.

## Customer Benefits

* Enhanced ability of students with disabilities to utilize supported ICT services and applications on the CU-Boulder in fulfillment of academic pursuits.
* Improved knowledge and understanding by faculty on appropriate uses of technology for teaching and available accommodations for disabled students.
* Enhanced usability of supported ICT applications and services for all campus associates.
* Increased and enhanced usage of supported ICT applications and services by all campus associates, including those with disabilities.

# Constraints, Assumptions, and Dependencies

## Project Constraints

| **Constraint** | **Is this fixed? (Yes/No)** | **Description** |
| --- | --- | --- |
| Cost | No | Reasonable funding, to be determined, is available for services and personnel to perform specific tasks. |
| Schedule | Yes | ICT and general remediation steps have defined target completion dates that must be adhered to. See the proposed resolution proposal for those details. |
| Scope | No | Six areas of ICT application and services have been identified as in scope. These include Google Apps, digital textbooks, digital signs, portals, websites for homework and course-related content, and online placement and diagnostic exams. Other supported applications and services may be included. |
| Quality |  |  |
| Resources |  |  |

## Assumptions

* Deliverables should be completed in compliance with the resolution proposal, deadlines and deliverables may vary depending on consultant recommendations and other unforeseen variables. .
* The six areas of applications and services identified in the resolution proposal are those that will be addressed in the project. The potential exists for other supported ICT services and applications to have existing accessibility capabilities, concerns or deficiencies; however, they have not been identified in the resolution proposal. It is believed that when and where these other ICT services or applications are identified and deemed relevant and important to the campus mission, student success and accessibility that there will be a good faith effort to address them and include them in the remediation process to the degree feasible and warranted. Examples include accessibility features that already exist with computing devices, such as computer operating systems in use by students on the campus that may benefit from enhanced communications and promotion as part of accessibility websites and communications outreach on campus. Another example is classroom (lecture) capture using Sonic Foundry Mediasite services.

## Dependencies:

* None known at this time. This will be reviewed as the project progresses.

## Risks Undertaking the Project

* Not meeting a target completion date as a result of resource, technology, vendor capability or related issues.
* Potential for some service availability disruption depending upon the extent and manner of accessibility remediation implementation tasks.
* This project will requirement significant contributions from a number of campus participants and as a result these resources may not be available for other campus priorities.

## Risks Not Undertaking the Project

* Students with disabilities and requirements for accessibility to supported ICT services and applications are at risk of not benefiting from various applications critical to their academic experience, learning requirements and education.
* Disparities will continue to exist between the access to and use of supported ICT applications and services between students with and without disabilities, including those with vision impairments. There are potentially some implications, penalties or other negative actions, including legal and regulatory actions that could occur and impact the CU Boulder environment, its operations, financial standing, and its reputation if the remediation actions are not implemented.

# Scope

## In Scope

* Creation of an ICT accessibility policy along with draft procedures, guidelines and best practices that demonstrate a commitment to accessibility at CU-Boulder.
* The hire or designation of an ICT Accessibilities Coordinator with responsibility to coordinate and provide additional ICT accessibility instructional support and training to faculty and staff. The hire of a Universal Design resource to support enhanced usability of services and applications.
* Communications of obligations to faculty and staff regarding ICT accessibility requirements and related training.
* Integration of accessibility reviews into the portfolio, program and project processes, including vendor selection guidelines, in compliance with the ICT Accessibility Policy and pertinent state and federal laws and in coordination with CU procurement services. This will incorporate a review of current and planned procurements of information technology services and applications to ensure compliance with accessibility guidelines. This process should address the complete service and application lifecycle including accessibility compliance and assessments during the post-implementation, maintenance and renewal phases to address updates, revisions and replacements to installed ICT applications and services.
* Development of strategies and plans in support of priorities for making ICT accessible, performing testing of ICT accessibility, and ensuring enhanced student communications regarding requests for accessibility related to ICT services.
* Specific remediation for ICT services (as identified in the complaint) described below. See the resolution proposal for complete details regarding each area. The summary includes design, development, testing, delivery, support, and communications of accessibility functionality, documentation and capabilities in support of the following applications and services:
  + Google Apps
  + Digital Textbooks (e-texts)
  + Digital Signs
  + Portals
  + Websites for Homework and Course Related Content including:
    - Desire2Learn
    - McGraw-Hill Campus
    - Open Learning Initiative (OLI) – Carnegie Mellon
    - Kaltura
    - Turnitin
    - VoiceThread
    - ITunesU
    - Qualtrics
  + Online Placement and Diagnostic Exams
  + Campus Telephony and Communications
  + Emergency Communications Services

## Out of Scope

* Accessibility capabilities and support related to campus ICT applications and services that are not officially supported or are being phased out. Campus ICT will continue to communicate with faculty regarding faculty recommended ICT applications and services and work with them as they identify new applications or services that require an assessment of their accessibility capabilities prior to their implementation in order to ensure their effective support and use.

## Project Success Criteria and High Level Deliverables

Project Success Criteria:

* Provide scheduled deliverables and meet target completion and progress dates per the resolution proposal.
* Implementation of a broad and effective accessibility support, services and communications program and solutions that demonstrate the commitment to accessibility at the CU Boulder campus.

High Level Deliverables and Success Criteria:

| **Deliverables** | **Deliverable Success Criteria** |
| --- | --- |
| See details in the resolution proposal relating to policy and procedure development, campus communications, training, outreach and documentation, governance and application and service specific outcomes. | Completed in accordance with established timelines. |

## Approach

1. Establish project teams, participants and key stakeholders.
2. Meet with Executive Team for initial briefing, approach review and approval
3. Schedule and complete project kickoff meetings and review charter.
4. Identify and assemble teams: Executive team, Steering team, working group and sub-teams.
5. Establish, document and communicate team responsibilities.
6. Initial planning tasks including:
   1. Develop communications plan and instruments (e.g., websites, email lists), including campus outreach and collaboration and information sharing details.
   2. Start work on policy and exceptions document.
   3. Schedule recurring project meetings and governance reviews.
   4. Requirements gathering and approval.
      1. Assign requirements and information gathering tasks to sub groups.
   5. Determine items from 2013 Accessibility Report that can be implemented and are in scope. Determine and document any gaps between 2013 Accessibility Report and the project planned approach and scope and modify as reviewed and approved by Executive and Steering Team.
   6. Develop a requested budget and budget narrative, with position descriptions, that describes with some detail requested staffing.
   7. Identify and confirm ICT application and services already in compliance with accessibility policy and requirement.
   8. Review and confirm required remediation objectives as submitted in the DOJ response.
   9. Create initial work breakdown structure (WBS).
   10. Schedule development using resolution proposal details and as an input.
   11. Develop test management plan for applicable ICT services and applications to be remediated
   12. Develop training plan.
   13. Perform a risk assessment, create and update a project risk register.
   14. Perform an ICT security review (as appropriate related to any changes in applications or services that have security or privacy implications).
7. Executing and implementation tasks
   1. Development, integration, modification and installation of application and services per accessibility remediation requirements and recommendations from working groups, as approved by executive and steering teams.
   2. Testing of remediated applications and services in accordance with test plan and accessibility requirements and known functionality.
   3. Ongoing campus communications, documentation, solutions deployment and training.
   4. Ongoing project assessment, benefits realization management, progress monitoring, policy implementation review and enhancement.

## Impacted Services (Known or Potential)

|  |  |  |
| --- | --- | --- |
| **Application / Service** | **Owner (Service Manager)** | **Description of Impact** |
| Google Apps | Eric Galyon | Assessment of and potential improvement of accessibility capabilities and features, creation and delivery of accessibility documentation and procedures, and alignment with ICT accessibility policy and procedures. |
| Digital Textbooks (e-texts) | Mark Werner/Aisha Jackson | Improvement of and enhanced awareness of accessibility capabilities and features, creation and delivery of accessibility documentation and procedures, alignment with ICT accessibility policy and procedures, and delivery of centrally managed OCR service. |
| Digital Signs | Julian Kinsman | Assessment of and potential improvement of accessibility capabilities and features, creation and delivery of accessibility documentation and procedures, and alignment with ICT accessibility policy and procedures. |
| MyCUBoulder | UIS | Assessment of and potential improvement of accessibility capabilities and features, creation and delivery of accessibility documentation and procedures, and alignment with ICT accessibility policy and procedures. |
| MyCUInfo | UIS | Assessment of and potential improvement of accessibility capabilities and features, creation and delivery of accessibility documentation and procedures, and alignment with ICT accessibility policy and procedures. |
| Desire2Learn | Aisha Jackson | Assessment of and potential improvement of accessibility capabilities and features, creation and delivery of accessibility documentation and procedures, alignment with ICT accessibility policy and procedures. |
| McGraw-Hill Campus | Aisha Jackson | Creation and delivery of accessibility documentation and procedures, and alignment with ICT accessibility policy and procedures. |
| Open Learning Initiative (OLI) – Carnegie Mellon | Aisha Jackson | Evaluation of continued need for service and potential for service retirement based upon that evaluation. |
| Kaltura | Aisha Jackson | Creation and delivery of accessibility documentation and procedures, and alignment with ICT accessibility policy and procedures. |
| Turnitin | Aisha Jackson | Assessment of and potential improvement of accessibility capabilities and features, creation and delivery of accessibility documentation and procedures, and alignment with ICT accessibility policy and procedures. |
| VoiceThread | Aisha Jackson | Creation and delivery of accessibility documentation and procedures, and alignment with ICT accessibility policy and procedures. |
| iTunesU | Aisha Jackson | Creation and delivery of accessibility documentation and procedures, and alignment with ICT accessibility policy and procedures. |
| Qualtrics | Aisha Jackson | Creation and delivery of accessibility documentation and procedures, and alignment with ICT accessibility policy and procedures. |
| Explore Majors Placement Test | Chris Bell | Creation and delivery of accessibility documentation and procedures, and alignment with ICT accessibility policy and procedures. |
| Writing Self-Placement Questionnaire | Chris Bell | Creation and delivery of accessibility documentation and procedures, and alignment with ICT accessibility policy and procedures. |
| ALEKS Mathematical Skills Assessment | Chris Bell | Creation and delivery of accessibility documentation and procedures, and alignment with ICT accessibility policy and procedures. |
| Language Placement Tests | Chris Bell | Creation and delivery of accessibility documentation and procedures, and alignment with ICT accessibility policy and procedures. |

# Schedule

## Schedule Estimate

* April 2014 through May 2016

## Known Deadlines

* See target dates for completion in the resolution proposal for details. The following table is a summary.

|  |  |
| --- | --- |
| **Task** | **Estimated Dates (subject to change)** |
| Google Apps – Initial Accessibility Remediation | 10/13/2021 |
| Turnitin – Accessibility Remediation | 10/13/2021 |
| VoiceThread – Accessibility Remediation | 10/13/2021 |
| Digital Signs – Campus Oversight | 10/31/2021 |
| Desire2Learn – Accessibility Support Enhancement and Communications | 12/1/2021 |
| Creation of an ICT accessibility policy along with draft procedures, guidelines and best practices that demonstrate a commitment to accessibility at CU-Boulder. | 12/31/2021 |
| The hire or designation of an ICT Accessibilities Coordinator with responsibility to coordinate and provide additional ICT accessibility instructional support and training to faculty and staff. The hire of a Universal Design resource to support enhanced usability of services and applications. | 12/31/2021 |
| Integration of accessibility reviews into the ICT portfolio, program and project processes, including vendor selection guidelines, in compliance with the ICT Accessibility Policy and pertinent state and federal laws. | 12/31/2021 |
| Open Learning Initiative (OLI) – Carnegie Mellon – Evaluate Service for Continuity | 12/31/2021 |
| Kaltura – 508 Player Implementation and Support Planning | 1/31/2021 |
| Desire2Learn – Usability Study | 4/13/2021 |
| Online Placement and Diagnostic Exams - Audit | 4/13/2021 |
| Portals (MyCUBoulder and MyCUInfo - Audit | 4/14/2021 |
| McGraw-Hill Campus – Accessibility Remediation | 4/21/2021 |
| ICT Accessibility Policy Vetted and Adopted by Campus | 5/1/2021 |
| Development of strategies and plans in support of priorities for making ICT accessible, performing testing of ICT accessibility, and ensuring enhanced student communications regarding requests for accessibility related to ICT services. | 5/31/2021 |
| Google Apps – Accessibility Policy Alignment | 7/2/2021 |
| Digital Textbooks (e-texts) – Accessibility Remediation | 7/2/2021 |
| iTunesU – Accessibility Remediation | 7/2/2021 |
| Kaltura – 508 Player Support and Communications | 7/2/2021 |
| Qualtrics – Accessibility Remediation | 7/2/2021 |
| Open Learning Initiative (OLI) – Carnegie Mellon – Communications and Support | 7/2/2021 |
| Communications of obligations to faculty and staff regarding ICT accessibility requirements and related training | 7/31/2021 |
| Desire2Learn – Accessibility Remediation | 8/10/2021 |
| Online Placement and Diagnostic Exams – Accessibility Remediation | 10/13/2021 |
| Digital Signs – Accessibility Remediation | 3/9/2021 |
| Portals (MyCUBoulder and MyCUInfo) – Accessibility Remediation | 4/11/2021 |
| Open Learning Initiative (OLI) – Carnegie Mellon – Accessibility Remediation | 5/31/2021 |

# Cost

Determining more exact costs will be an early objective of the project. Some types of costs with estimates are:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description** | **OIT Cost**  **Estimate** | **Budget** | **Funding Source** | **Comments** |
| Hardware | Estimate $20,000 one time and $5,000/yr on-going | TBD | TBD | Costs and funding will be determined as a result of an assessment of applications and services and their related remediation requirements.  Initial estimates for hardware include an accessibility testing lab in OIT with any specialized equipment necessary for testing our applications and services. |
| Software | Estimate $5,000 one time and $1,500 on-going. | TBD | TBD | Costs and funding will be determined as a result of an assessment of applications and services and their related remediation requirements.  Initial estimates for software include software necessary to test accessibility.  ICT should be noted that if, in order to remediate a service, we need to provide an alternate solution for some or all of our customers, there could be substantial software licensing costs. |
| Staffing | Estimate $65,000/yr for Accessibility Lead  Estimate $100,000/yr to backfill a PM (for 2yrs, $200,000 total)  Estimate $50,000/yr for a Q/A analyst to test applications (for 2yrs) | TBD | TBD | Costs and funding will be determined as a result of an assessment of applications and services and their related remediation requirements.  Per the resolution proposal, OIT will be creating a position to lead our accessibility efforts. We will also be assigning a project manager for this project and will have need of a Q/A analyst to develop and execute test plans. |
| Consulting  /Professional Services | Estimate $150,000 one time | TBD | TBD | Costs and funding will be determined as a result of an assessment of applications and services and their related remediation requirements.  Some probable needs for professional services are:  Professional Services to perform assessments of web sites and applications (and  particularly 3rd party providers that we rely on such as NelNet).  Additional website development resources to get non-compliant  departmental and course websites into the new WebExpress platform with full attention to  accessibility.  Consulting services to help with documentation and policy development |
| Disability Services Office | $TBD |  |  | Additional costs to support new or enhanced services |
| **Total** | **Estimate $175,000 one time**  **$171,500 on-going** |  |  |  |

# Resource Estimate

## Roles Required

(Explanation Note: Roles required are the expected staffing resources required to fulfill project expertise and task fulfillment requirements. In most cases, these roles are filled with existing campus personnel already performing in that function.)

|  |  |  |
| --- | --- | --- |
| **Roles Needed** | **Likely Teams** | **Description** |
| Analyst | Messaging and Collaboration, Teaching and Learning, Administrative Systems, Academic Technology Services, Disability Services | Performs accessibility audits, assessments, application and service testing and analysis of accessibility capabilities and compliance with ICT accessibility policy; design and recommend remediation tasks. |
| Architect | Enterprise Services Development and Integration | Provides expertise regarding compliance with technology standards, campus ICT strategy, interoperability and reusability objectives across multiple technology platforms supported by campus ICT. |
| Designer | Messaging and Collaboration, Teaching and Learning, Administrative Systems, Academic Technology Services, Campus Technology Communication and Support, Disability Services | Constructs and documents solutions for each specific domain, service and application. May also serve as an implementer. |
| Implementer | Messaging and Collaboration, Teaching and Learning, Administrative Systems, Academic Technology Services, Campus Technology Communication and Support, Disability Services | Tests implements and manages application and service specific accessibility and compliance remediation tasks. |
| Project Manager | PMO (Project Management Office) | Manages overall project, including resources, scope, cost, schedule, constraints, stakeholder expectations and communications activities in coordination with team leads and ICT accessibility coordinator. |
| Subject Matter Expert | Messaging and Collaboration, Teaching and Learning, Administrative Systems, Academic Technology Services, Disability Services | Provides application and service specific expertise, consulting, and vendor coordination. |
| Team / Tech Lead | Academic Technology Services, Campus Technology Communication and Support, Disability Services | Leads one or more teams, performing tasks including implementation and management of application and service specific accessibility and compliance remediation activities. |
| Verification & Validation | Messaging and Collaboration, Teaching and Learning, Administrative Systems, Academic Technology Services, Disability Services | Creates plans, quality assurance and solution validation tasks for one or more application and service specific accessibility and compliance remediation activities and scope of work. |

## Teams Required

| **Team** | **Resources Likely Needed? (*for varying levels of involvement and commitment during the project duration)*** |
| --- | --- |
| Executive Team | Russell Moore, Robert Boswell, Catherine Shea, John Sleeman, Kelly Fox, Larry Levine |
| Steering Team | Robert Boswell, John Meister, Larry Levine, Michelle Krech, Carla Hoskins, Jill Sieben-Schneider, Pramila Patel (as DS Alternate), Michael Roseberry, Jon Giltner, Marin Stanek, Clemith Houston |
| Working Group | John Meister (co-chair), Pramila Patel, Carla Hoskins, Jill Sieben-Schneider, Michael Roseberry, Larry Levine (co-chair), Jon Giltner, Marin Stanek, Rochelle Scott, Mark Werner, Aisha Jackson, Julian Kinsman, Eric Galyon, Paul O’Brian, Clemith Houston |
| ICT Accessibility - Policy and Exception Process | Michael Roseberry (co-lead), Marin Stanek (co-lead), Carla Hoskins, Jill Sieben-Schneider, Michelle Krech, Charlene Lydick, Lew Harvey, Michael Grant |
| ICT Accessibility - Application and Technical Services Remediation | Pramila Patel (co-lead), Paul O’Brian (co-lead), Catherine Stager, Eric Galyon, Aisha Jackson, Julian Kinsman, Chris Bell, Mark Werner, Art Figel, Jill Ibeck, Matt Tucker, Jeff Greene, David Monarchi |
| Development of ICT Accessibility Support Services | Jill Sieben-Schneider (co-lead), Mark Werner (co-lead), Joanna Bertrand, Brenda Niave, Marin Stanek, Julian Kinsman, Konstantin Tovstiadi |
| Communications and Documentation | Carla Hoskins (co-lead), Rochelle Scott (co-lead), Erin Frazier, Greg Stauffer, Annia Quiroz, , Konstantin Tovstiadi, Robert Schwander, New ICT Accessibility Coordinator, New Universal Design resource |
| Desktop Support | David Cavalieri, Dedicated and General Support staff (as needed) |
| Finance & Business Office (FBO) | Luke Anderson |
| Security | Desiree Robinson (as needed for applications security and privacy reviews) |
| Support - Service Center | LeCarla Gilmere and other ITSC support as needed |
| Enterprise Services - Academic Technology Strategy and Support | Mark Werner and Academic Technology Consultants (various) |
| Enterprise Services - Administrative Systems | Kevin Notheis, Paul O’Brian |
| Enterprise Services – Teaching and Learning Applications | Aisha Jackson, Mary Ann O’Meara, Bryan Melville, Joseph Sarmiento, Laura Gapinski, Lisa Lucas |
| Enterprise Services - Messaging and Collaboration | Eric Galyon, Joe Vrablik, Youcef Baaouchi |
| Enterprise Services – Project and Portfolio Management | Clemith Houston |
| Academic Technology Services | Julian Kinsman, Chris Evans, Duncan McBogg |
| Disability Services | John Meister, Pramila Patel, Carla Hoskins, Jill Sieben-Schneider |
| CU Boulder Human Resources | Michael Roseberry |
| Housing and Dining Services – IT Office | Larry Drees |
| Facilities Management – IT Office | Eric Miller |