

Accessibility Tools Implementation Strategy

Pivoting Companies to the Future

- Information available in audio



MEET THE TEAM

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Associate***Avril Rahman***Strategy Management
Consultant***Yeji Lee***Customer Success
Consultant***Nathan Hoyte***Client Relations
Associate***Alviya Siddiqui***Tech Strategy
Consultant*



Agenda

1 About the Company

2 Our Team

3 Agenda

4 Executive Summary

5 Awareness

6 Desire

7 Knowledge

8 Ability

9 Reinforcement

10 Conclusion



EXECUTIVE SUMMARY



SafeHaven faces challenges in ensuring accessible communication for neurodiverse employees and clients with learning disabilities.

Assumptions:

- SafeHaven is an SME, apx 300 employees
- Annual revenue, 2.5M
- Currently do not have MS Applications

Challenges

Internal

- **Reduced engagement** of neurodiverse employees during learning and onboarding
- **Inconsistent optimization** of organizational data visualizations for accessibility

External

- Clients with learning disabilities face **challenges understanding** presentations and documents
- **Negatively impacting** client retention and satisfaction

96.2% of survey respondents wish their organization implemented MS Accessibility tools

Recommendations: MS 365

Immersive Reader

Live Captions & Subtitles

Accessibility Checker

Alternative Text for Images

Timeline

Phases	Q1			Q2			Q3			Q4		
	Jan	Feb	Mar	April	May	Jun	July	Aug	Sep	Oct	Nov	Dec
Pilot Phase												
Tool Testing				2 months								
Feedback Collection					1 month							
Gradual Rollout												
Department Expansion					2 months							
Monthly Webinars						1 month						
Full Implementation												
Company-Wide Training						2 months						
Advanced Workshops							2 months					
Ongoing												
Quarterly Workshops								Ongoing				
Semi-annual Surveys									Ongoing			

Implementation



Interactive Sessions



Repositories



Accessibility & Awareness

Post Implementation, Expected Outcome:

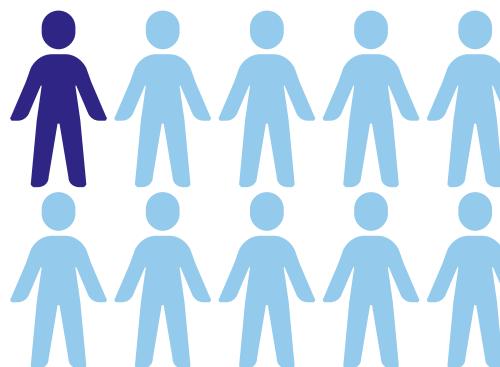
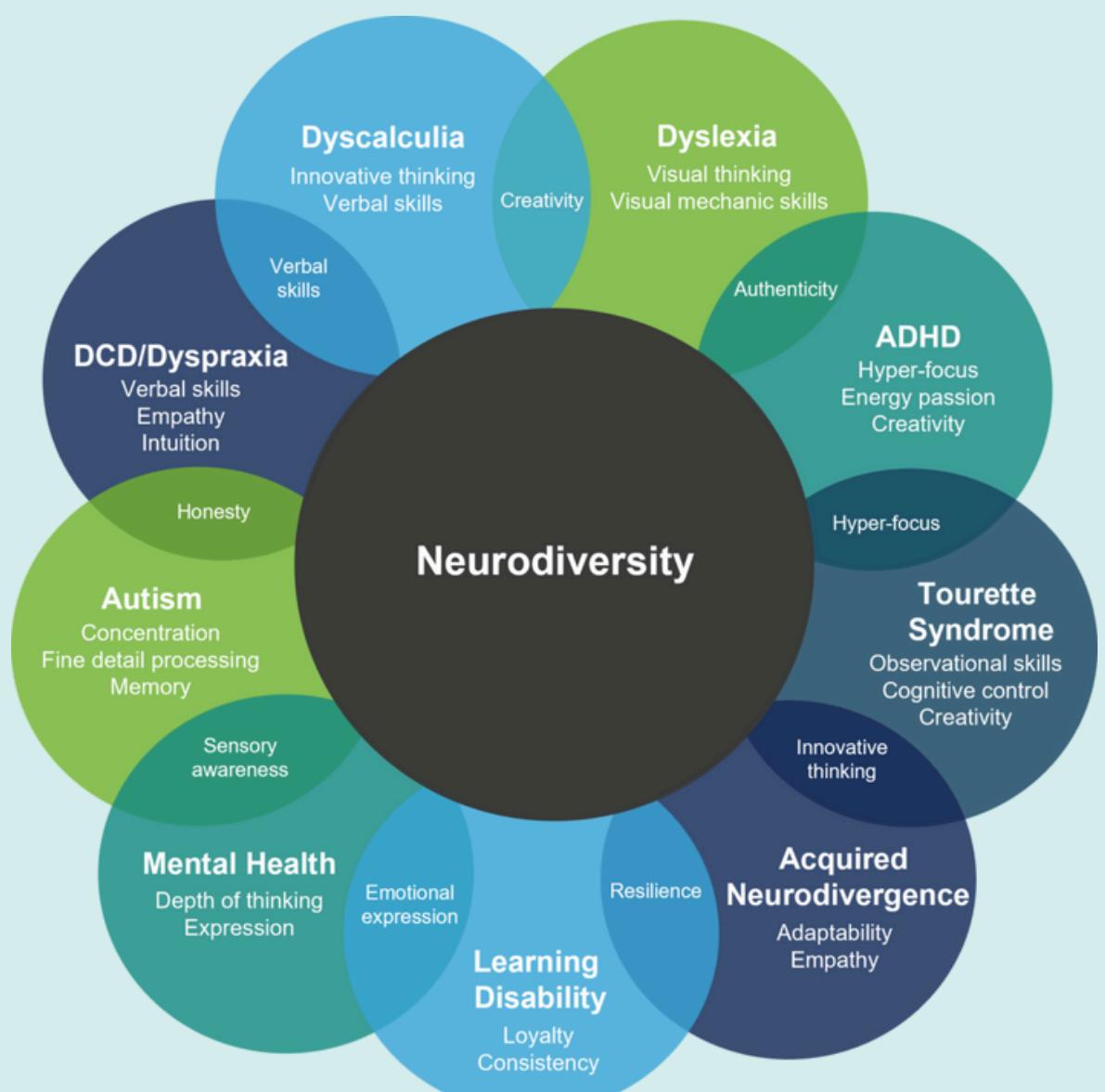
- Enhanced internal collaboration
- Improved client satisfaction
- Embed accessibility into the company culture
- Stronger competitive advantage
- Boosted efficiency within SafeHaven



Why is this change necessary?

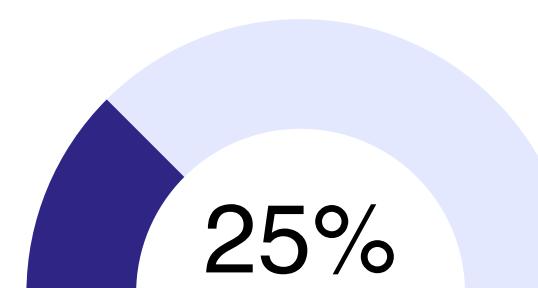
Importance of Inclusivity

- Promotes a welcoming, effective work environment for employees and clients
- Aligns with SafeHaven's mission of providing simple, accessible cybersecurity solutions

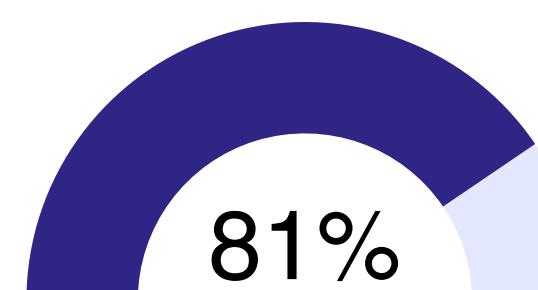


4-7%

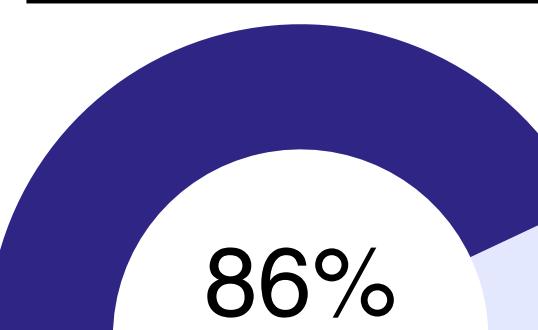
Most organizations say their workforce includes relatively few people with disabilities



of employees with disabilities often underdisclose, limiting support opportunities



PwD in high-investment organizations disclose their disability, highlighting the benefits of employee-focused policies



It allows 86% of PwD in high-investment organizations to be their authentic selves at work



Potential Risks & Primary Survey Results

Employee Disengagement:

Higher turnover among employees with learning disabilities

Reduced Team Efficiency:

Inaccessible data visualizations cause decision-making delays

Client Loss:

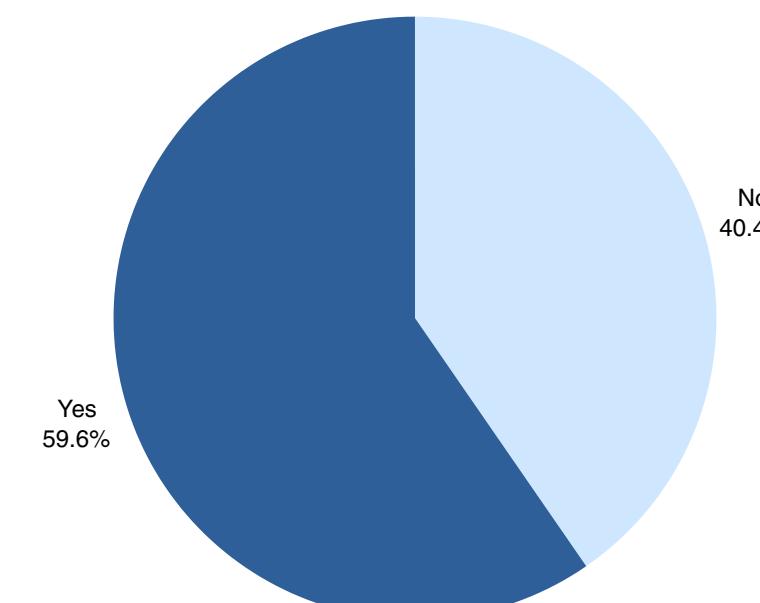
Clients may leave for competitors, risking revenue loss

Reputational Damage:

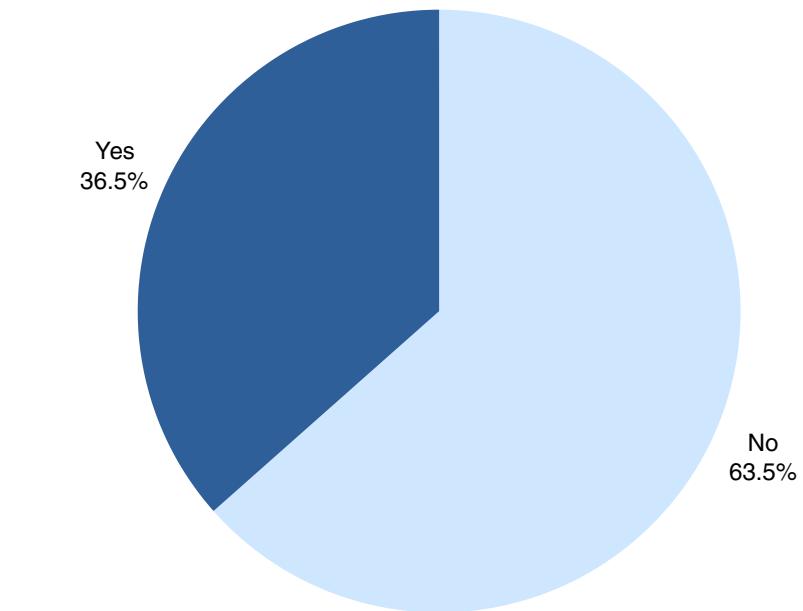
Perception of neglecting inclusivity alienates talent and clients

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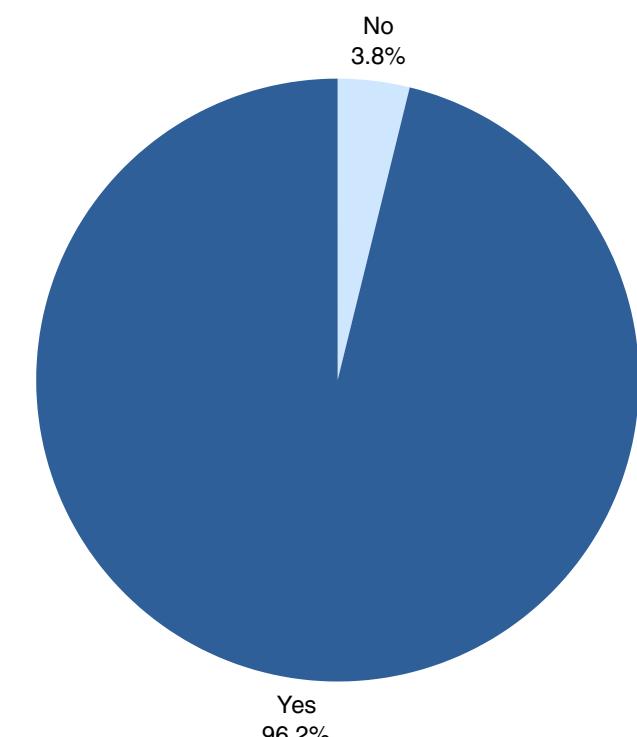
52 Responses



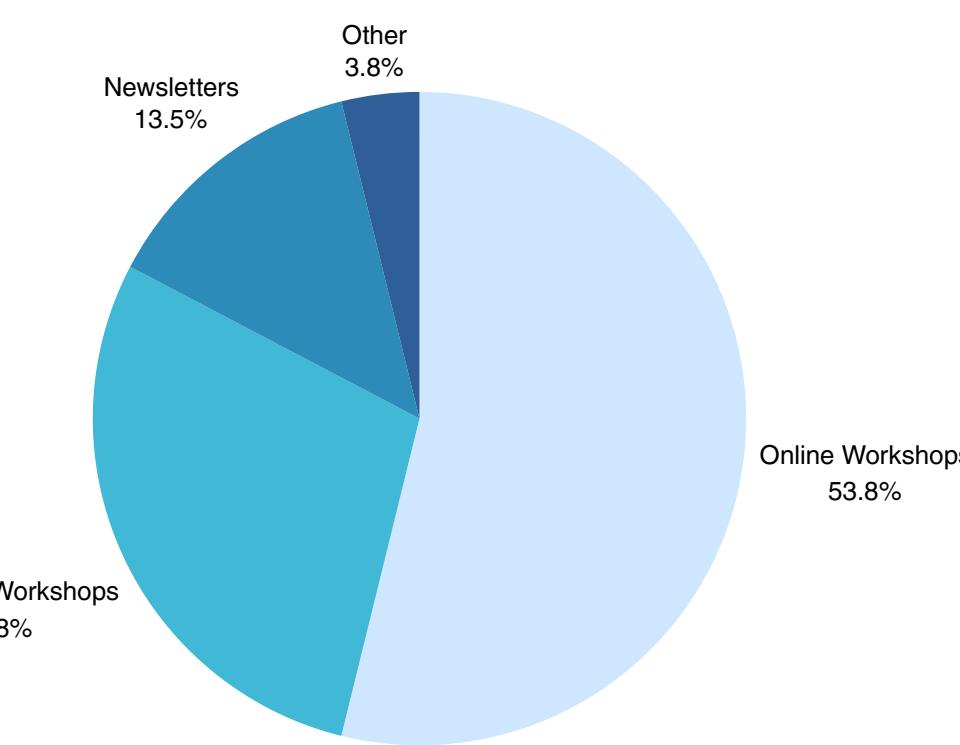
Are you familiar with Microsoft accessibility tools?



Have you used Microsoft accessibility tools?



Do you think the use of Microsoft accessibility tools can make your workplace more productive?



How would you like to learn more about these tools?



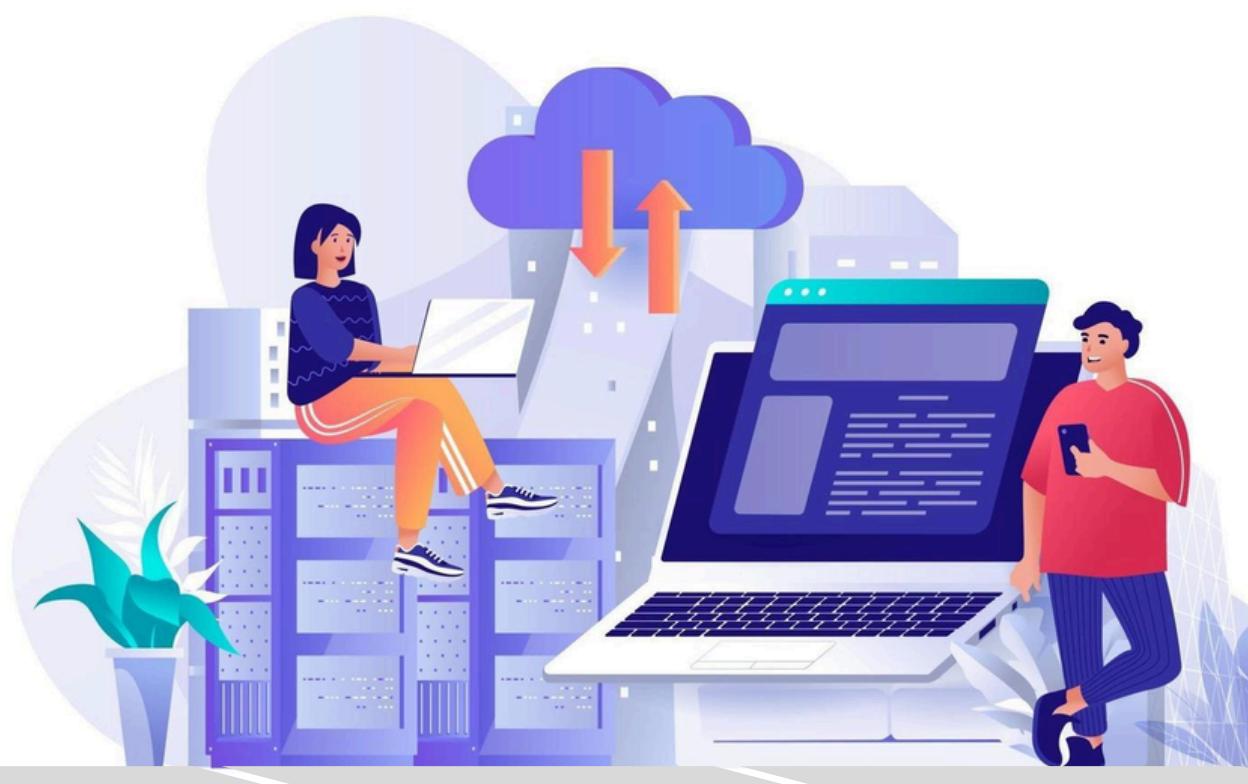
Personal Desire to Support the Change

Driving Awareness and Desire for Change

- Implementing and driving awareness for accessibility tools in the workplace **leads to desire** to be part of a change & foster inclusivity
- Encourages employees to **support and participate** in creating an accessible environment
- Aligns with the organizational goal of achieving DEI - Diversity, Equality, and Inclusion

Importance of DEI in the Workplace

- DEI **promotes** belonging, empowerment, and inclusivity, ensuring accessibility for all employees
- Inclusive workplaces **motivate** employees, driving their contribution to organizational success
- DEI encourages **diverse perspectives**, leading to better problem-solving and decision-making

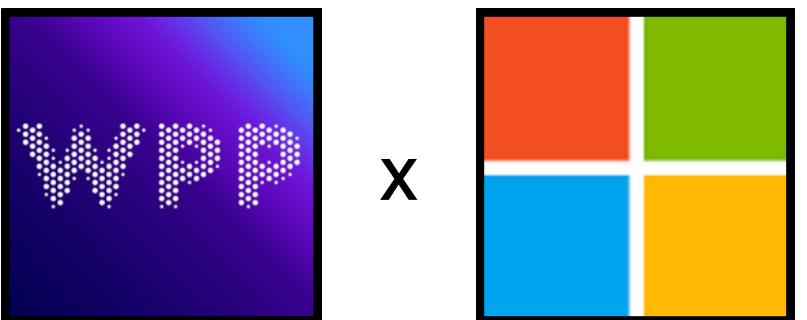


WPP & Microsoft: Driving Accessibility and Inclusivity



WPP Adapting to Remote Work

- COVID-19 shifted **95%** of WPP employees to remote work
- **Goal:** Ensure inclusive client communications and equal employee contributions in a remote-working model
- Collaborated with Microsoft to enhance accessibility, communication, and inclusivity



How WPP Implemented Accessibility

- Partnered with Microsoft to train **85** employees on accessibility tools across Microsoft Teams and Microsoft 365
- Hosted virtual sessions on vision, hearing, cognition, mobility, mental health, wellbeing, and dyslexia
- Over **800** employees in the UK participated in these sessions





WPP & Microsoft: Driving Accessibility and Inclusivity

Addressing Stigma:

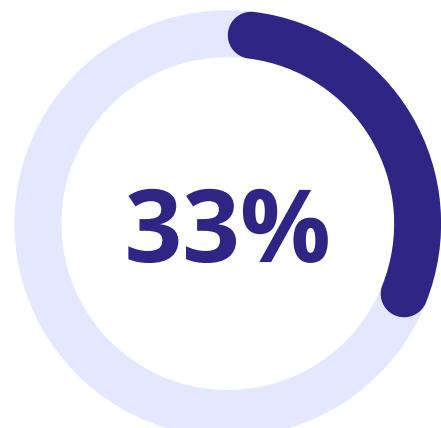
- A UK disabilities and inclusion survey found **33%** of employees chose not to disclose their disabilities
- WPP and Microsoft responded with initiatives to **reduce stigma** and promote openness

Key Initiative: "The Creative Brilliance of Dyslexia":

- **Demos** of Microsoft Learning Tools and discussions on how managers can support employees
- Keynote speakers, including Kate Briggs, CEO of a dyslexia charity, educated the audience on inclusivity and diversity

WPP Impacts

- Communication **enhancements** drive authenticity, effectiveness, and stronger client relationships
- **Demonstrates** how accessible tools and inclusive processes can empower employees and foster collaboration, driving success in the workplace



33% of employees with disabilities who didn't disclose because of stigma



40% of employees regularly feel nervous or anxious at work



The Importance of Embracing Accessibility at SafeHaven



Improving Communication



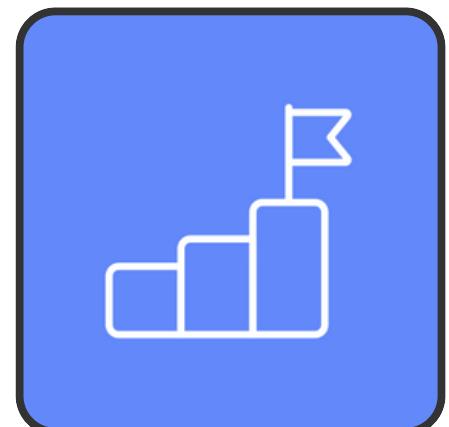
Empowering Employees



Rising Expectations



Competitive Advantage



Alignment with Mission



Attracting Talent



Proactive Approach



Improved Satisfaction



Recommendation

SafeHaven
Can Improve Accessibility
Internally and Externally by
investing in Microsoft 365,
ultimately reducing churn rate



Accessibility Tools Included in MS 365

Tool	Description	Target Audience	Address the Communication Gap	Applications
Immersive Reader	Improves text readability by adjusting formatting and layout.	Neurodivergent employees (Dyslexia, ADHD, Autism)	<ul style="list-style-type: none">Improves readability for neurodivergent employeesResult: Enables better understanding and improving their ability to contribute to discussions	Doc, OneNote, Teams
Accessibility Checker	Identifies and suggests fixes for accessibility issues.	Content creators and screen reader users	<ul style="list-style-type: none">Ensures reports, training materials, and presentations are accessible for all employeesResult: Fosters inclusivity and accessibility measures	Word, Excel, PowerPoint, Outlook
Live Captions and Titles	Provides real-time captions for meetings and presentations.	Hearing-impaired employees, Neurodivergent employees, multilingual users	<ul style="list-style-type: none">Ensures hearing-impaired employees or those with auditory processing challenges can fully participateResult: Improves their ability to participate and collaborate	Teams, PowerPoint
Alternative Text for Images	Adds descriptive text to images for screen readers.	Blind or low-vision employees, Neurodivergent employees	<ul style="list-style-type: none">Enables screen readers to describe images for visually impaired employeesResult: Ensures everyone understands the content being shared.	Word, PowerPoint



1. Immersive Reader

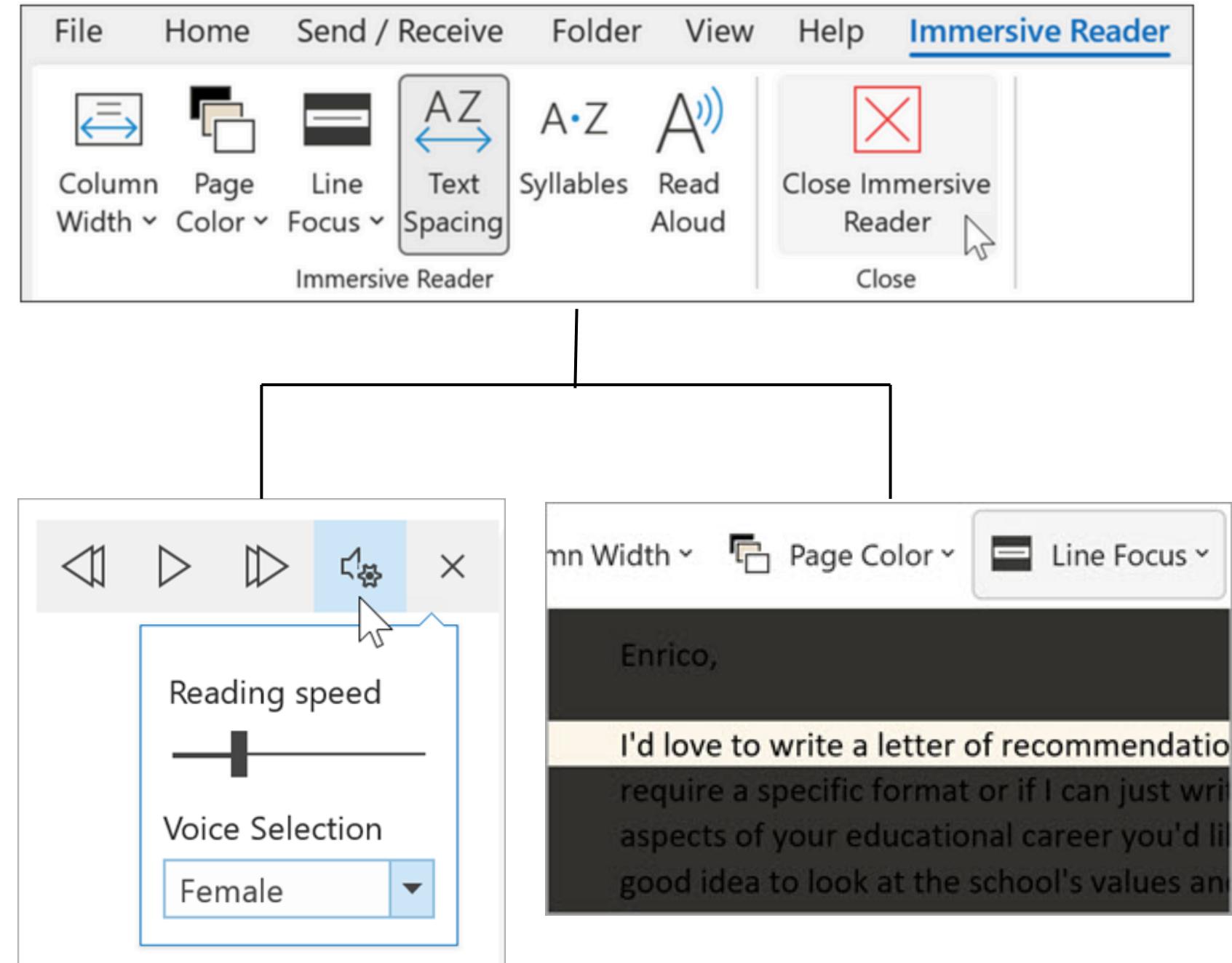
Enhances readability for neurodivergent employees or those with learning disabilities by adjusting text formatting and offering text-to-speech features.

Use in the Organization (Internally):

- Internal Training:** Used to read onboarding materials or training manuals aloud
- Meetings and Collaboration:** Employees can use it to follow along with shared documents during discussions.
- Document Reviews:** Helps employees process complex internal reports or emails effectively.

How it Helps Clients (Externally):

- Shared documents with enhanced readability for clients with neurodivergent needs.
- Example:** A client with ADHD uses Immersive Reader to focus on a report by isolating one line of text at a time.





2. Accessibility Checker

Ensures all documents, emails, and presentations comply with accessibility standards, identifying and fixing issues like missing alt text or poor color contrast.

Use in the Organization (Internally):

- Document Preparation:** Employees use it to check presentations, reports, and emails for accessibility before sharing internally or externally.
- Client Deliverables:** Ensures all materials provided to clients are inclusive and professional.
- Continuous Improvement:** Encourages accessibility awareness across teams by integrating it into routine workflows.

The screenshot shows the Microsoft Word ribbon with the 'Review' tab selected. In the 'Check' section, the 'Check Accessibility' button is highlighted with a mouse cursor. A dropdown menu is open, showing options: 'Check Accessibility', 'Alt Text', 'Navigation Pane', 'Focus', and 'Options: Accessibility'. An arrow points from this menu to the detailed 'Accessibility' dialog box on the right.

Accessibility

Inspection Results

Errors

- > Missing Object Description (196)
- > Image or Object Not Inline (2)

Warnings

- > Check Reading Order (1)
- > Hard-to-Read Text Contrast (6)

Intelligent Services

- > Review Auto-Generated Description (90)

Keep accessibility checker running while I work

Additional Information

[Read more about making documents accessible](#)

Errors

1. Missing Object Description This is where you have not added ALT Text to a picture, table, chart, SmartArt or shape and Word thinks that there needs to be ALT Text.
2. Image Object Not Inline When adding pictures, shapes etc, for a screen reader to read them properly they should be inline with text – not floating on top.

Warnings

1. Check Reading Order If you have tables in your document this looks at the tabbing order to make sure it makes sense to a screen reader
2. Hard to Read Text Contrast Sometimes we choose colours that are not easy to read. This will highlight them and offer you the option to change them.

Intelligent Services

1. Review Auto-Generated Description – this will



3. Live Captions and Subtitles

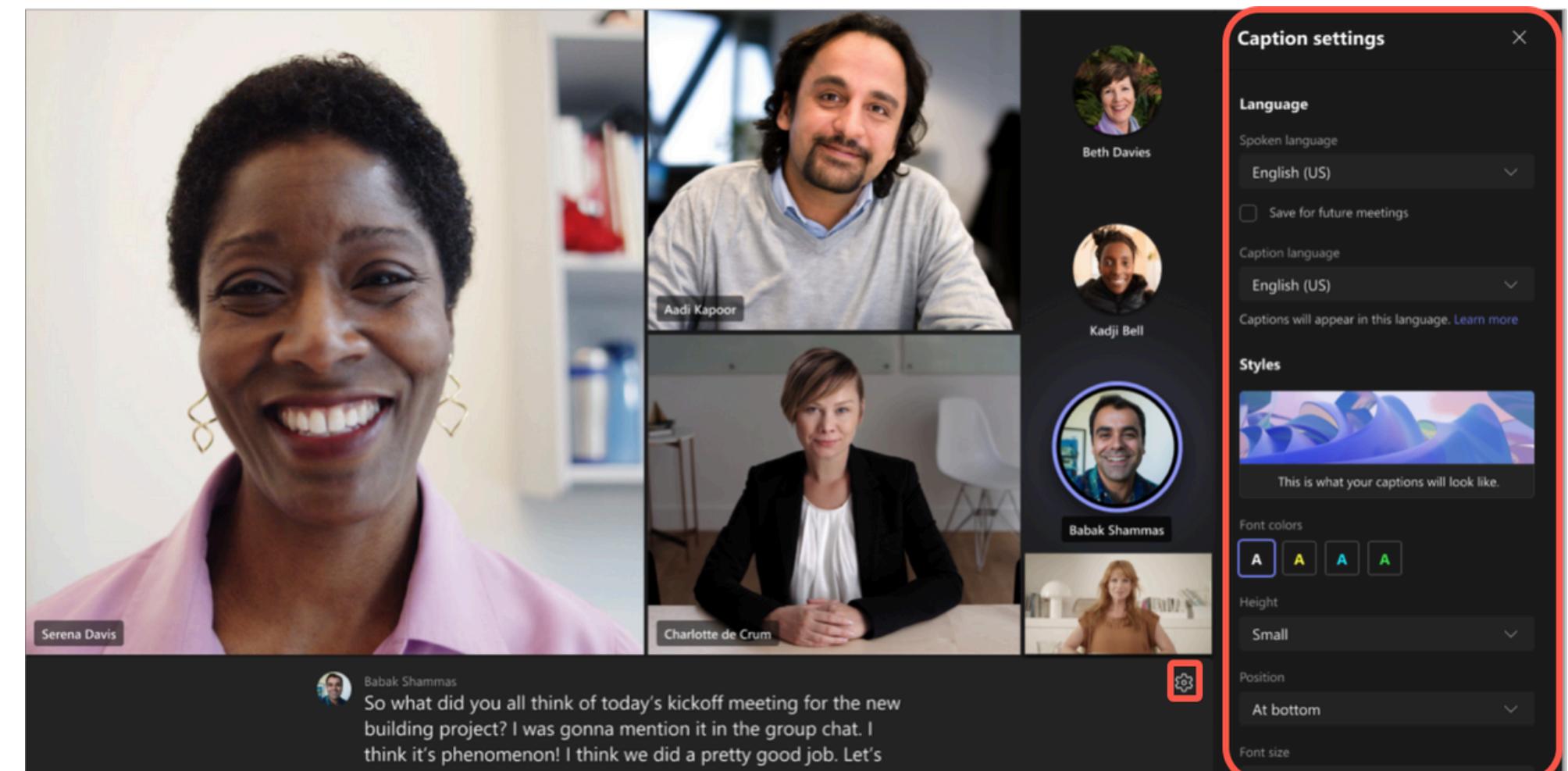
Provides real-time captions during virtual meetings and subtitles for presentations to aid employees with hearing impairments or those who prefer text-based comprehension.

Use in the Organization (Internally):

- Team Meetings:** Enables inclusive collaboration by providing captions for all participants.
- Training and Recordings:** Captions added to recorded training sessions help employees review materials later.
- Client Communication:** Makes virtual client meetings and presentations accessible to diverse audiences, including multilingual participants

How it Helps Clients (Externally):

- Provides accessibility during virtual client meetings and improves clarity with multilingual support.
- Example:** A client pitch includes real-time captions for a client with auditory challenges.



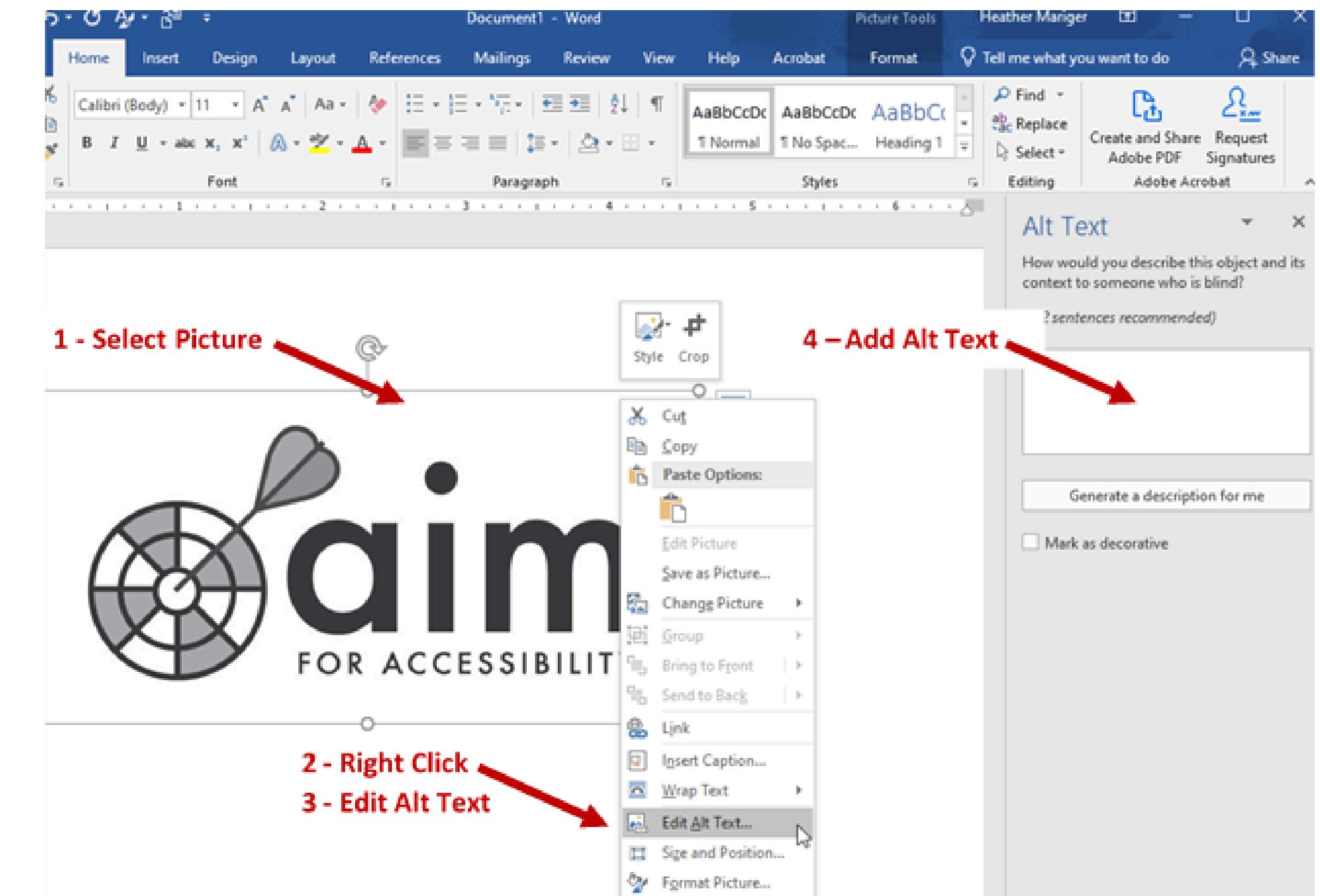


4. Alternative Text for Images Reader

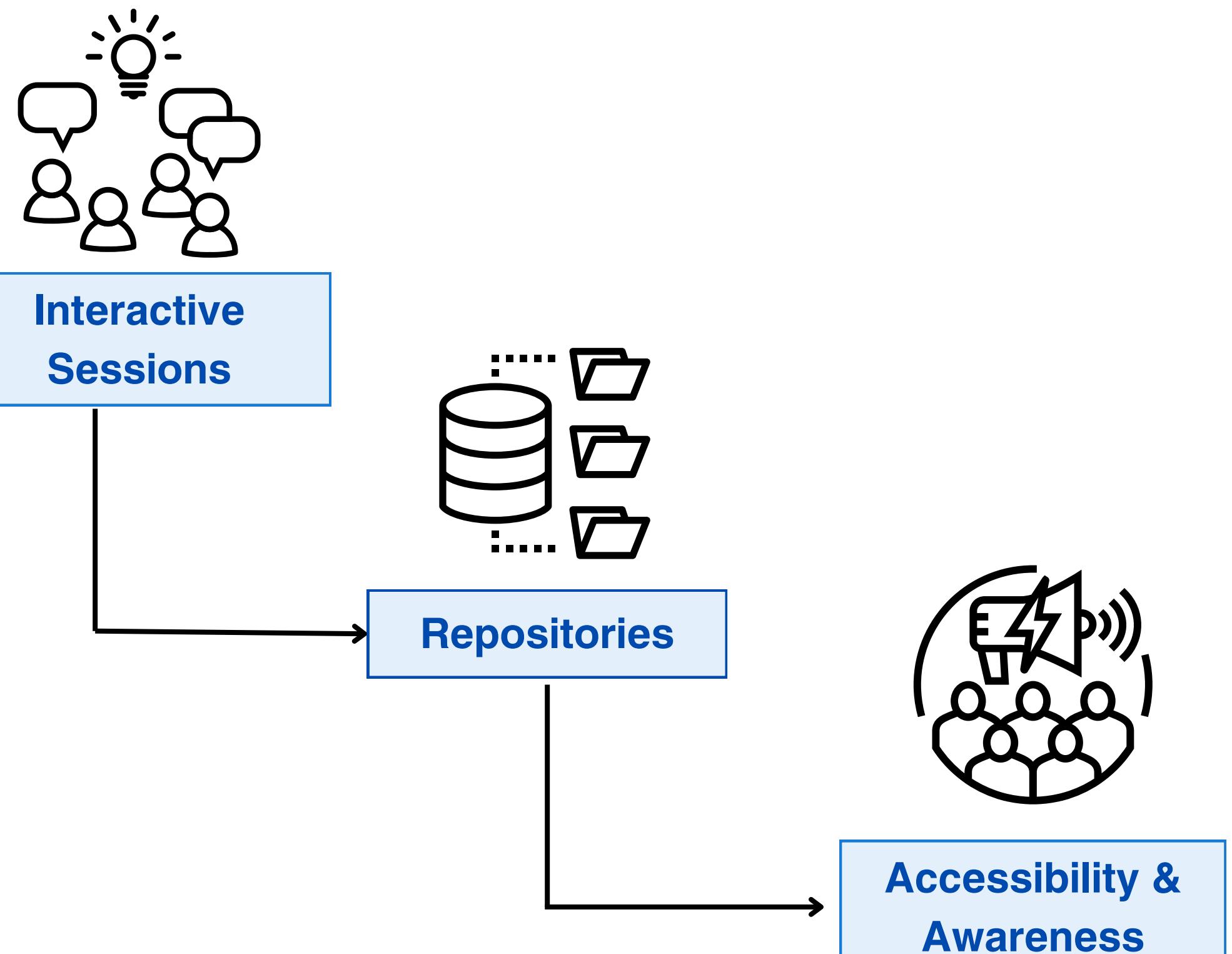
Provides descriptive text for images in documents and presentations, making them accessible to visually impaired employees and clients using screen readers.

Use in the Organization (Internally):

- Report Creation:** Adds alt text to charts, graphs, and infographics in internal and client-facing reports.
- Training Materials:** Ensures visual elements in manuals and guides are accessible to all.
- Marketing and Communications:** Alt text is added to visuals in newsletters or external content to ensure inclusivity.



Strategies & Stages for Promoting Accessibility Tools





Strategies & Stages for Promoting Accessibility Tools



Interactive Sessions

Demonstration session (Internal & External)

- Mandatory and optional live session to show the use of accessibility tools (majority people prefer this, according to our primary survey)
- One pager overview + guide to departments
- Live critiques and feedback session
- Ask me anything sessions

Accessibility & Awareness

Share accessible formats of deliverables (External)

- Share materials in formats that don't require Microsoft 365, such as PDFs with embedded accessibility feature

Spread awareness of the use of Accessibility tool (External)

- Optimized for readability using Microsoft's Immersive Reader. This document was reviewed using Microsoft Accessibility Checker for inclusivity

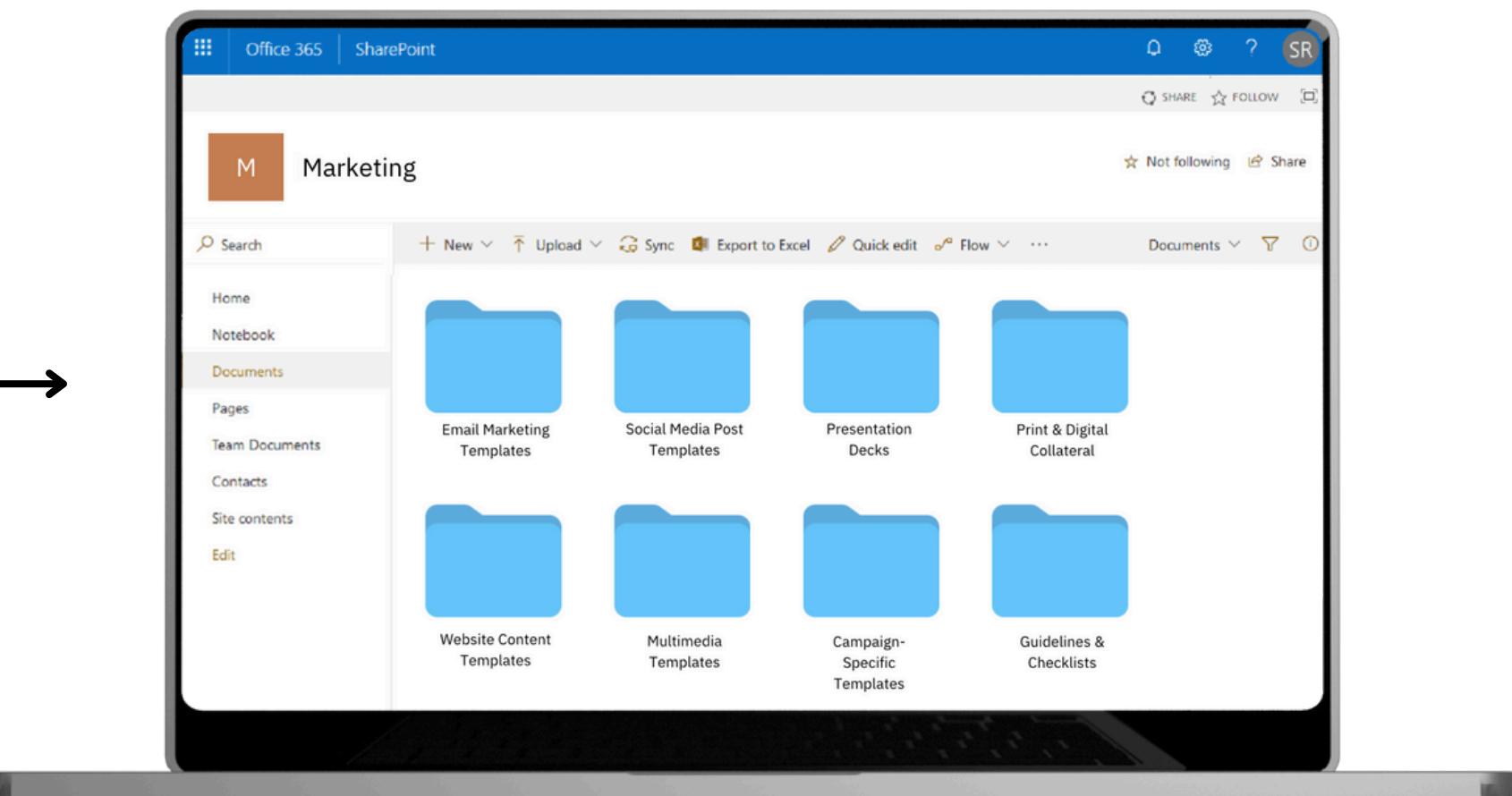
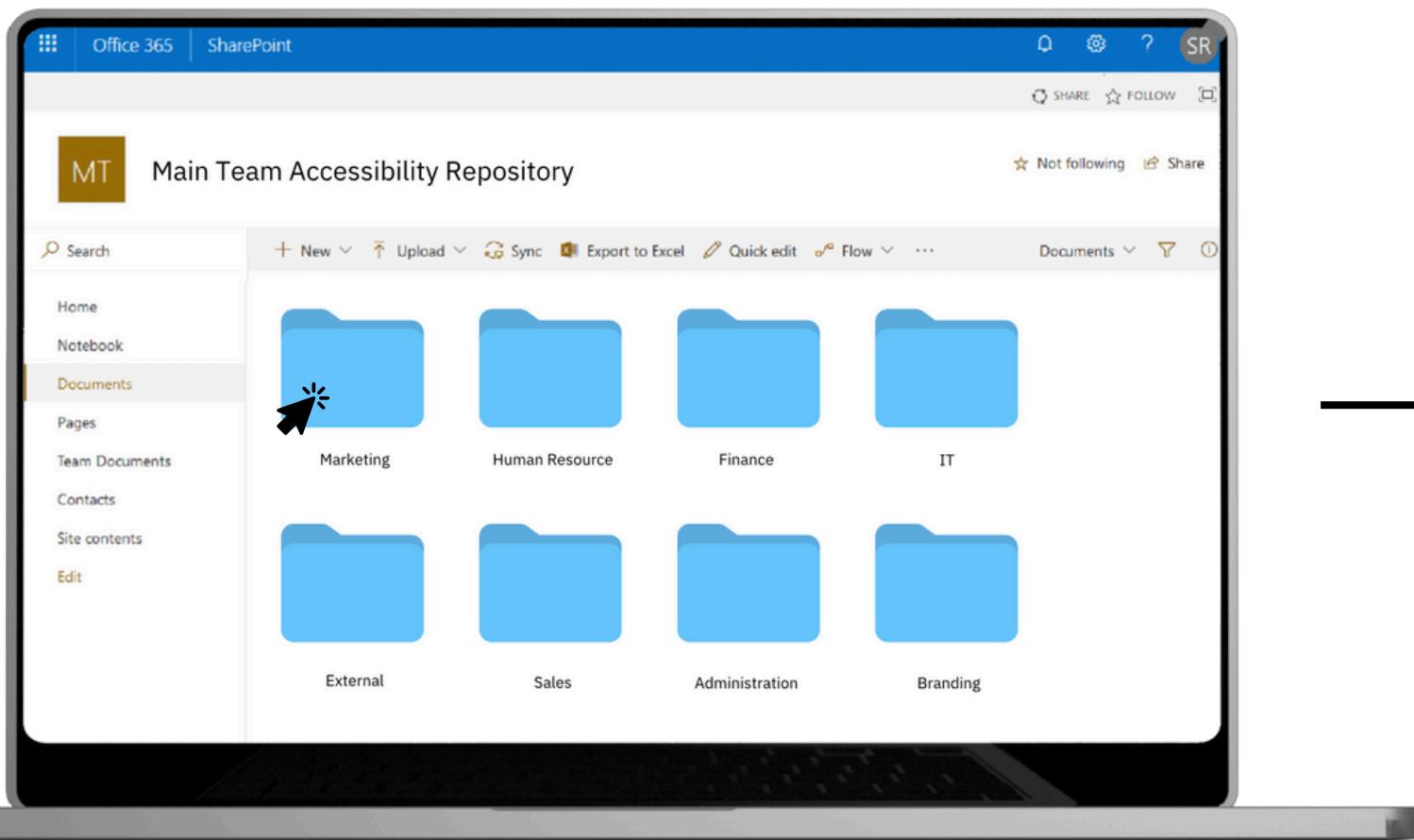
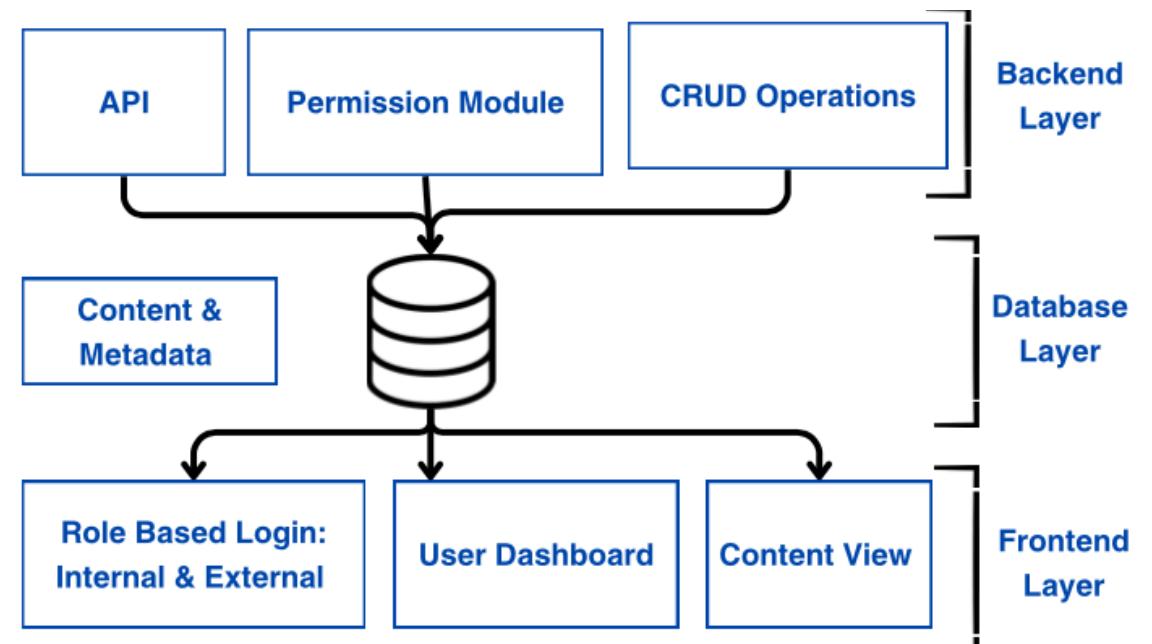


Strategies & Stages for Promoting Accessibility Tools

Repositories

Template Repository (Internal)

- Divided based on departments
- Pre-designed templates (e.g. PowerPoint, Document) that adhere to accessibility guidelines
- Reduces the learning curve for making accessible documents
- Ensures consistent accessibility compliance across organizational materials
- Saves time by providing ready-to-use accessible templates



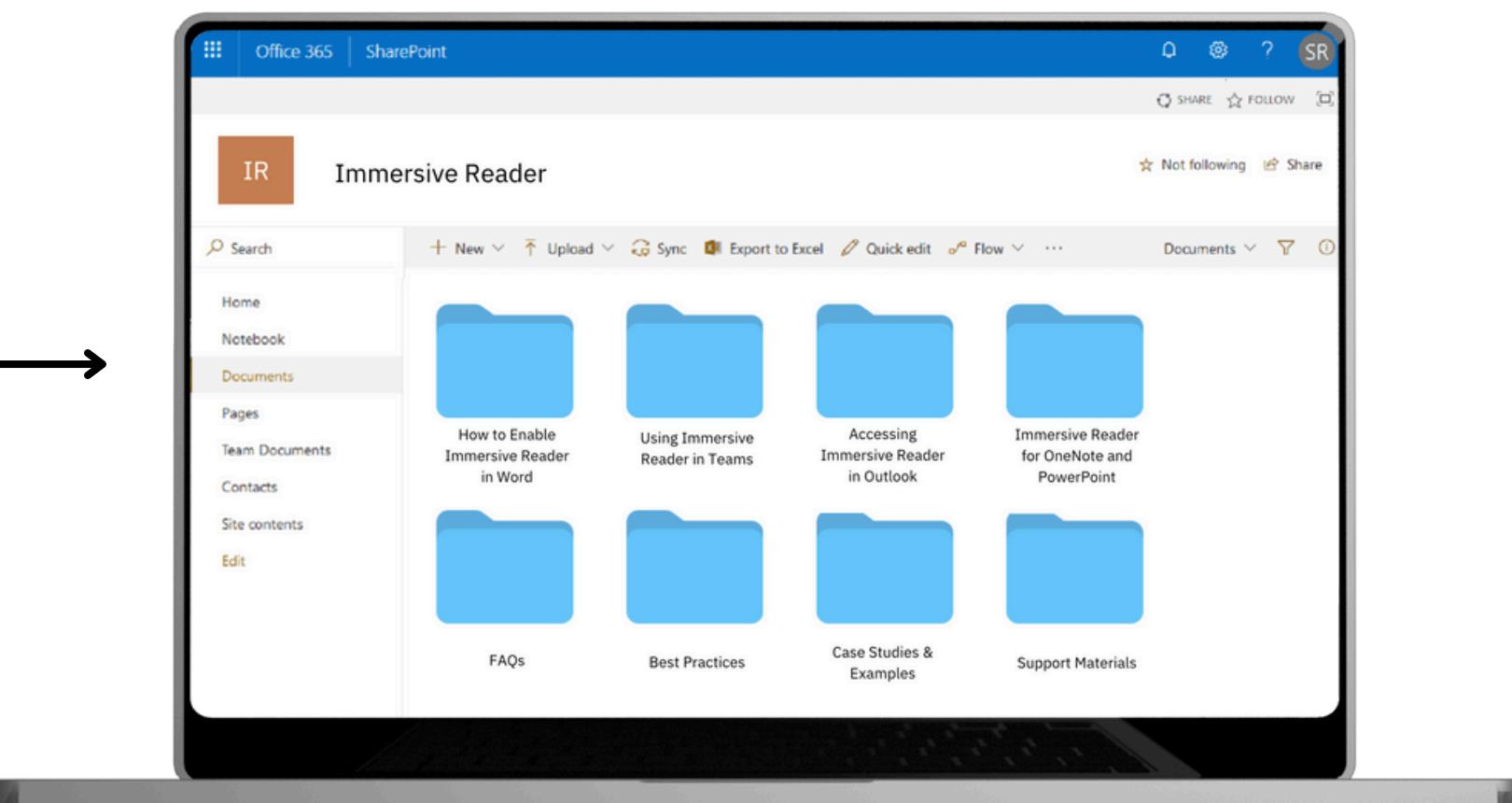
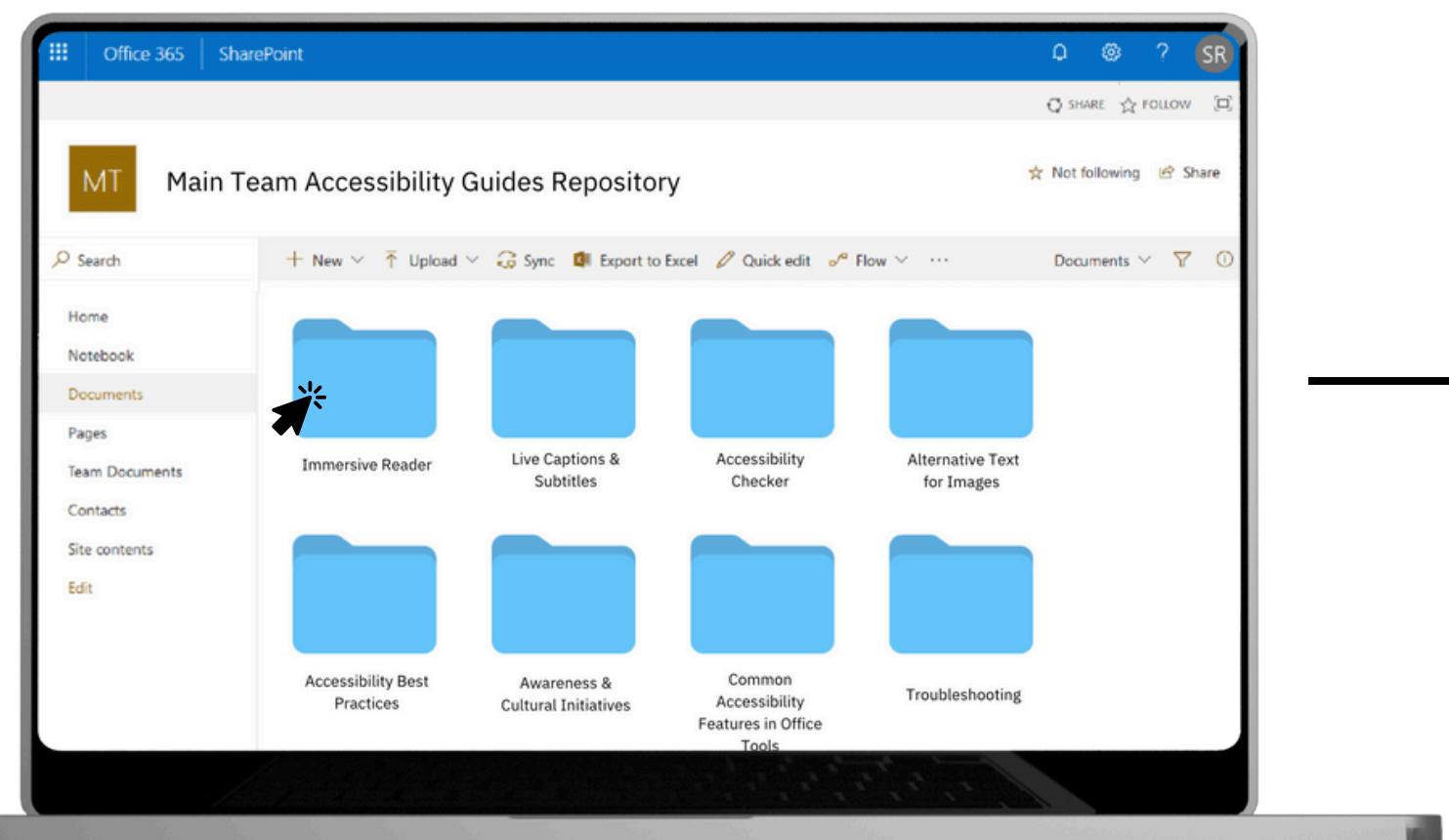
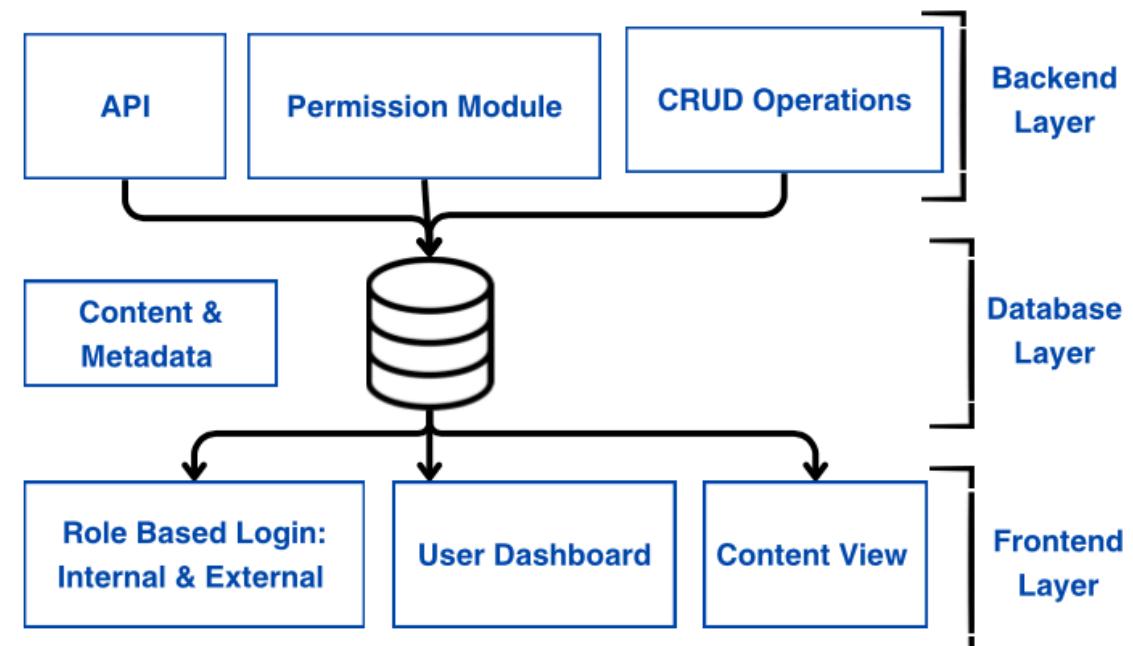


Strategies & Stages for Promoting Accessibility Tools

Repositories

Repository of “How to Use” Guide (Internal & External)

- Divided based on tools and functions
- Step-by-step guides with clear instructions (screenshots and annotations for each tool)
- Help employees view a detailed breakdown of how to use the accessibility tools
- Help clients learn about and use accessibility tools efficiently





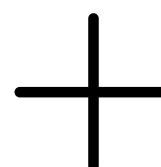
Financial Model Post-Implementation

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Assumptions:

- SafeHaven Size: 300 employees
- Estimated annual revenue value: \$2.5M
- Estimated avg productivity value of employee/month: \$2000

Category	Details	Cost/Revenue(Annual)
Microsoft 365 Standard Plan	300 users at \$12.50/user/month (annual)	\$45,000 (Cost)
Training and Implementation	Workshops, onboarding, training materials	\$5,000 (Cost)
Support and Maintenance	Ongoing IT and accessibility support	\$2,500 (Cost)
Increased Productivity	5% productivity gain for 50% of employees (150 users, \$100 per employee/month)	\$180,000 (Revenue)
Enhanced Client Retention	2% increase in client retention, estimated at \$50,000	\$50,000 (Revenue)

Total Costs: \$52,500

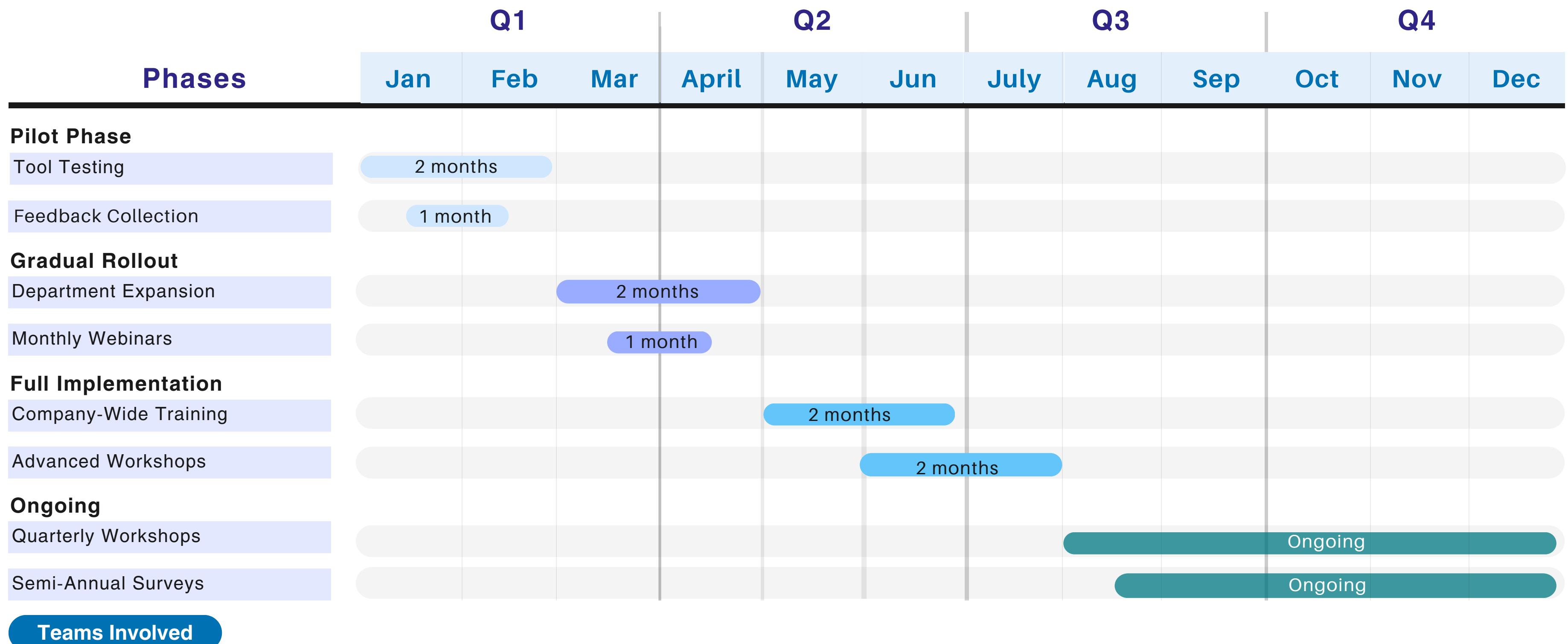
Total Revenue Impact: \$230,000

Net Gain: \$177,500 annually

~7%

Increase in Revenue

IMPLEMENTATION PLAN



Employee Training Team, Workplace Experience Team: Feedback Collection, Monthly Webinars, Quarterly Workshops, Semi-Annual Surveys

IT Accessibility Support Team: Tool Testing, Company-Wide Training, Advanced Workshops

Human Resources Team: On-boarding training for new employees



Risk & Mitigants



Potential Risks

Resistance to New Technology

- Employees may be hesitant to adopt new tools due to unfamiliarity or a fear of change

Time Constraints for Training

- Departments may face scheduling challenges or reluctance to allocate time for training due to operations pressures

Fear of Disrupting Routine/Operations

- Employees may worry about interruptions to their workflow and productivity during the transition

High Costs of Implementation

- Concerns about the financial investment in accessibility tools and training may arise



Mitigants

Phased Training and Support

- Provide accessible, on-demand training to minimize disruptions and allow employees to learn at their own pace

User-Friendly Tool Interfaces

- Select and customize tools with intuitive, easy-to-use interfaces to minimize resistance to adoption

Clear Communication and Buy-In

- Engage leadership and department heads to communicate the benefits of the tools early, ensuring teams are aligned

Cost-Benefit Analysis & Funding Plans

- Present a detailed financial plan to justify the investment, including long-term savings from improved efficiency and reduced operational costs



Success Metrics and KPIs

How KPIs Will Be Measured

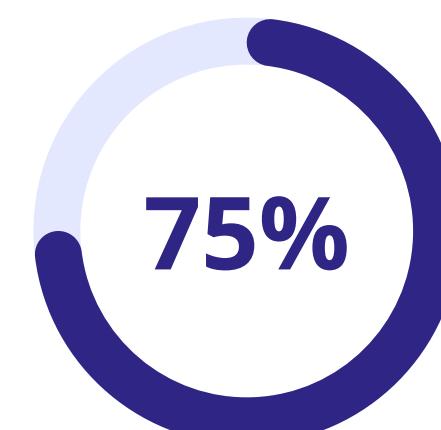
To measure the success of the accessibility tools, various data collection methods will be used during the implementation process. These include surveys, usage statistics, training records, and feedback loops, with KPIs being assessed at every 3 months, and ongoing monthly post-implementation.

Adoption Rates



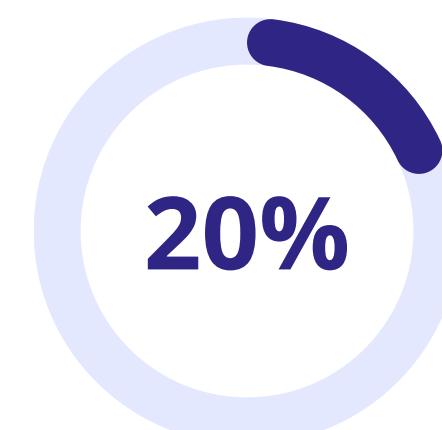
Track login data, usage frequency, and tool engagement across departments

User Satisfaction



Conduct periodic surveys to assess satisfaction

Efficiency Improvement



Monitor operational metrics before and after tool implementation

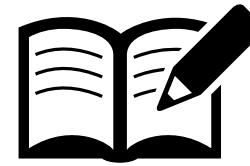
Accessibility Barrier Reduction



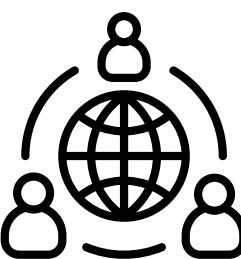
Analyze feedback and survey data from users



Reinforcing Accessibility Practices to Sustain the Change



- Continue Providing Training at Regular Intervals
 - Frequent optional training
 - Quarterly mandatory training
 - Onboarding training
- Compensation and Incentives
 - Employees are more likely to attend and participate in training when they are compensated
 - Refreshments
 - Completion Certificates
- Social Opportunity
 - Implement ERGs (employee resource groups) - focused on accessibility
 - Creates a safe space and a sense of belonging
- Positive Encouragement
 - Recognition of implemented accessibility guidelines
 - Positive reinforcement has been proven to increase focus in learning environment





Next Steps: Post Implementation



If the KPIs are met

Upgrade to Premium

- If employees are successfully using the accessibility tools, consider investing into the premium package
 - Includes cybersecurity threat protection

Continue Monitoring

- Continue tracking tool usage and gather regular feedback from employees to ensure efficiency and satisfaction



If the KPIs are NOT met

Identify the Issues

- Use surveys, feedback forms, or interviews to find out why the tools are not being used effectively
 - Determine if it's an issue with the functionality of the tool, training, or other barriers

Re-evaluate Training

- If employees find the training difficult, simplify and develop more intuitive training methods

Improve

- Based on feedback, make necessary adjustments to the implementation strategy

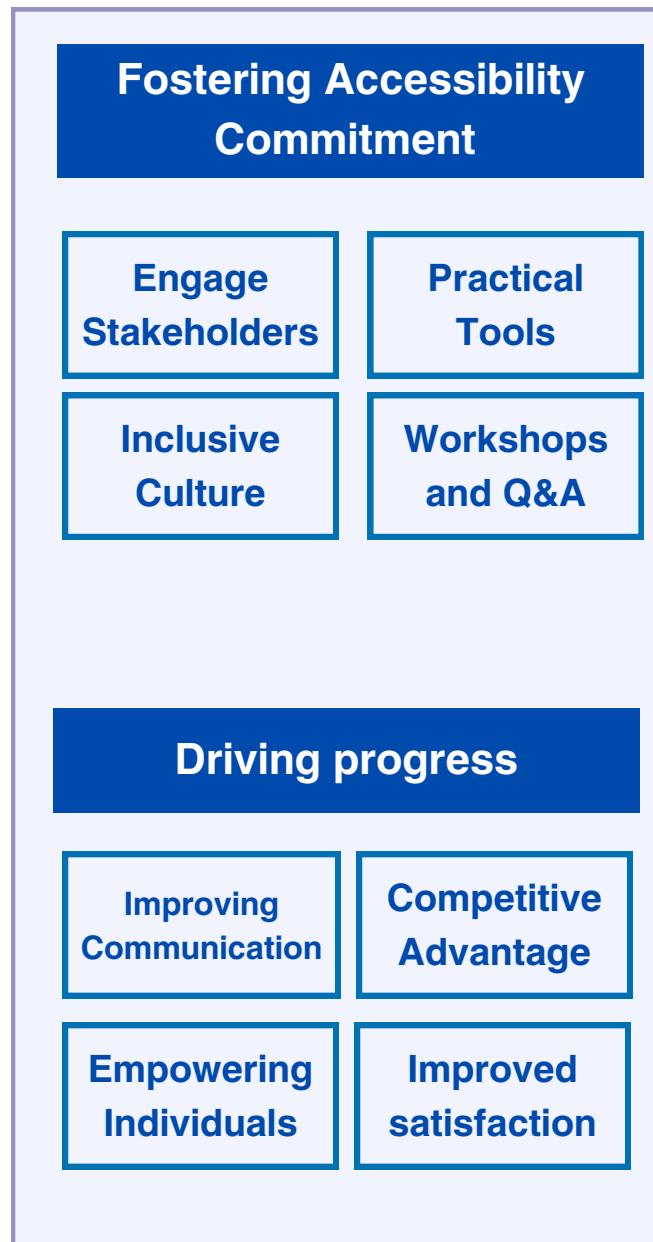


SUMMARY

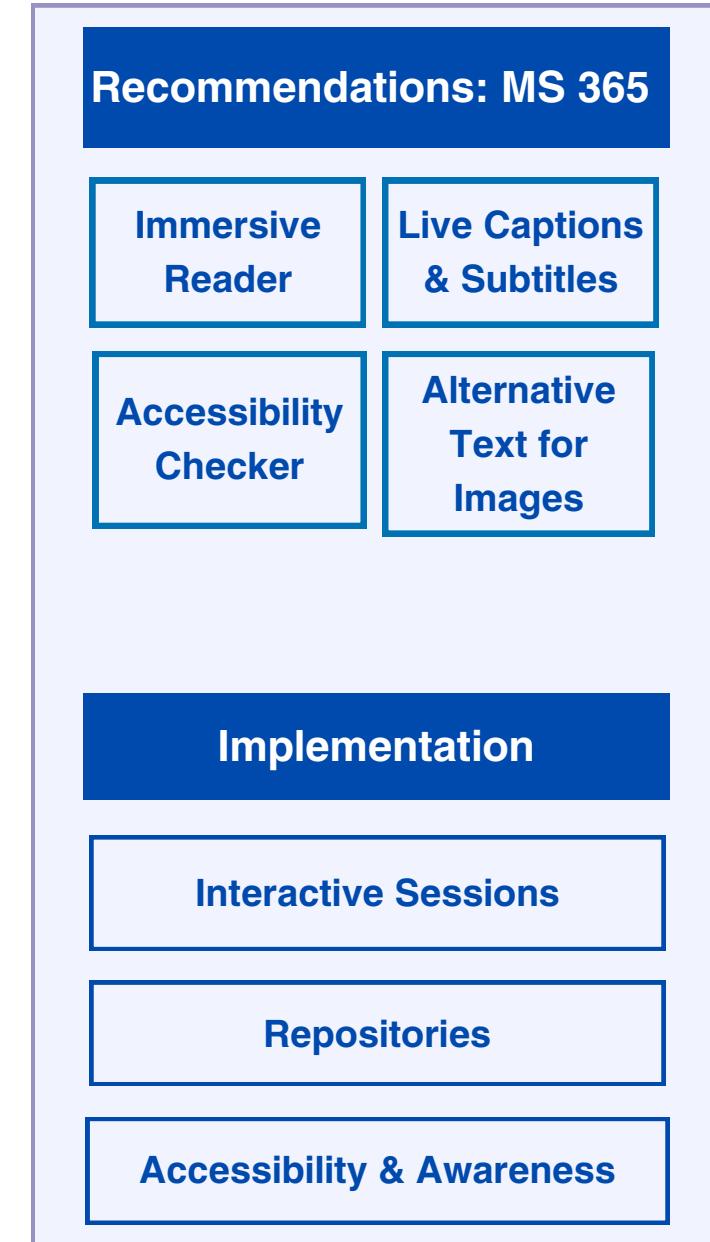
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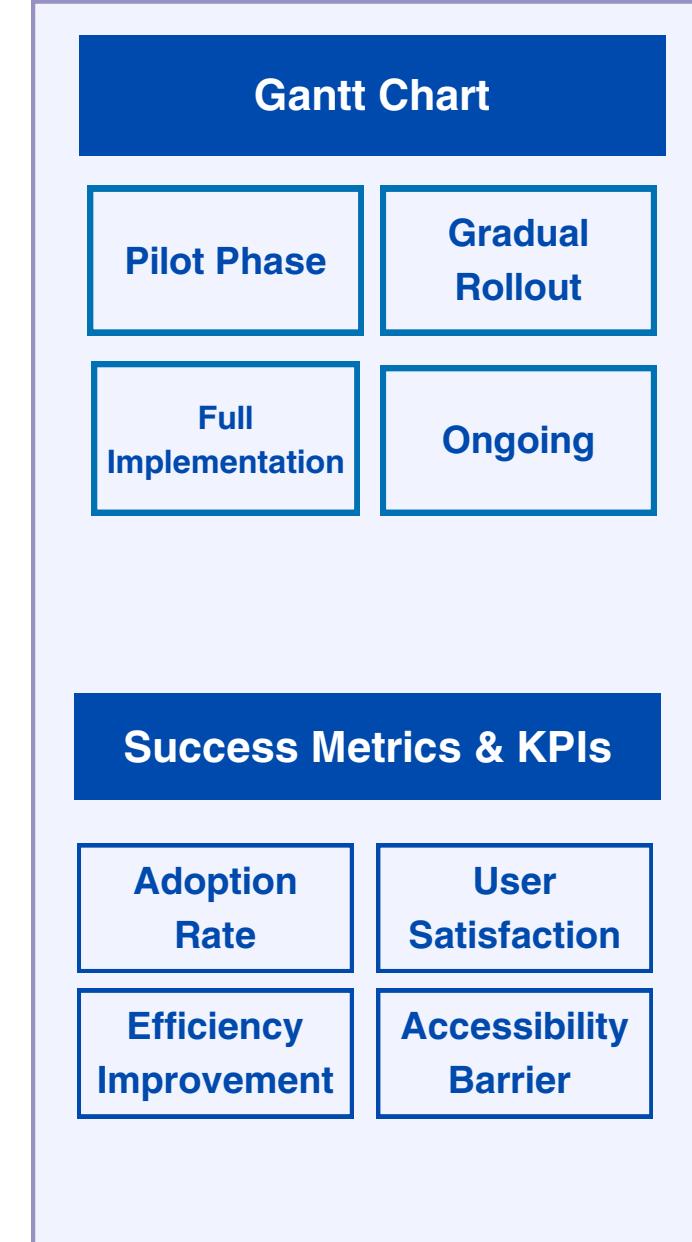
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Thank You!

Stay Connected with us.

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Microsoft 365 Options - Application Breakdown

Microsoft 365 Business Basic

\$6.00 user/month

(Paid annually—auto renews)¹

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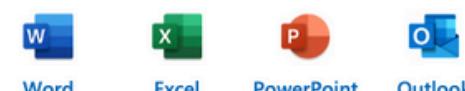
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- ✓ Identity, access, and user management for up to 300 employees
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- ✓ Chat, call, and video conference with Microsoft Teams
- ✓ 1 TB of cloud storage per employee
- ✓ 10+ additional apps for your business needs (Microsoft Bookings, Planner, Forms, and others)
- ✓ Automatic spam and malware filtering
- ✓ Anytime phone and web support
- ✓ Microsoft 365 Copilot, available as an add-on³

Secure cloud services:



Web and mobile apps only:



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Everything in Business Standard, plus:

- ✓ Advanced identity and access management
- ✓ Enhanced cyberthreat protection against viruses and phishing attacks
- ✓ Enterprise-grade device and endpoint protection
- ✓ Discover, classify, and protect sensitive information
- ✓ Microsoft 365 Copilot, available as an add-on³

Microsoft 365 Apps for business

\$8.25 user/month

(Paid annually—auto renews)¹

[Buy now](#)

[Try free for one month >](#)

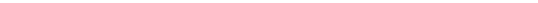
[See trial terms²](#)

- ✓ Desktop versions of Word, Excel, PowerPoint, and Outlook
- ✓ 1 TB of cloud storage per user
- ✓ Anytime phone and web support
- ✓ Microsoft 365 Copilot, available as an add-on³

Desktop, web, and mobile apps and secure cloud services:



OneDrive



Cost Breakdown Explanation - Model Analysis

\$100/Employee/Month

This value is an assumed productivity increase resulting from the adoption of accessibility tools.

1. Estimate Basis:

- A 5% productivity increase for 50% of the workforce (150 employees) translates into a tangible monetary benefit
- Assuming an average productivity value of \$2,000 per employee/month (based on industry benchmarks for knowledge workers), a 5% gain equals:
 - $\$2,000 \times 5\% = \100 per employee/month.

2. Calculation:

- $150 \text{ employees} \times \$100 \times 12 \text{ months} = \$180,000$ annually in productivity gains.

\$50,000 in Retained Business

This value reflects improved client retention and satisfaction due to enhanced communication.

1. Estimate Basis:

- Assume SafeHaven has annual revenues of \$2.5 million (assumed value, hypothetical mid-sized firm).
- A 2% increase in client retention from improved accessibility translates to:

2. Calculation:

- $\$2.5 \text{ million} \times 2\% = \$50,000$ in retained business.

Architecture Repository Structure Breakdown

1. Frontend Layer

The frontend layer is the user-facing interface that allows users to interact with the repository.

Key Features:

- Role-based Dashboard: Displays different options based on user roles (Admin, Editor, Viewer).
- Template Repository Interface:
 - Browse, preview, and download templates.
 - Upload templates with accessibility checks.

Tools and Technologies:

- HTML, CSS, JavaScript for structure and styling.
- Frameworks like React for dynamic UI

2. Database Layer

The database layer securely stores all data, such as templates, guides, user information, and metadata. It ensures that data can be efficiently queried and retrieved by the backend.

Key Features:

- Template Repository Database:
- Guide Repository Database:
 - Stores guide content
 - Tracks usage metrics
- Version Control:
 - Maintains records of all versions of templates and guides.
 - Enables rollback to previous versions.

Tools and Technologies:

- Database: SQL
- Versioning Tools: Git-based systems or custom table structures for version history

2. Backend Layer

The backend layer handles the business logic and server-side operations. It connects the frontend with the database and enforces rules like accessibility validation.

Key Features:

- API Services
 - Handles CRUD operations (Create, Read, Update, Delete)
- Authentication and Authorization:
 - Manages user login
- Role-Based Access Control:
 - Ensures admins, editors, and viewers have appropriate access

Tools and Technologies:

- Programming Languages: Python or Java
- Middleware: For request handling, error reporting, and data validation.
- Integration with Frontend: Via APIs

Architecture Repository Structure : Workflow Example

1. User Interaction (Frontend):

- A user logs in and searches for "Marketing Template"
- The search input is sent to the backend

2. Request Handling (Backend):

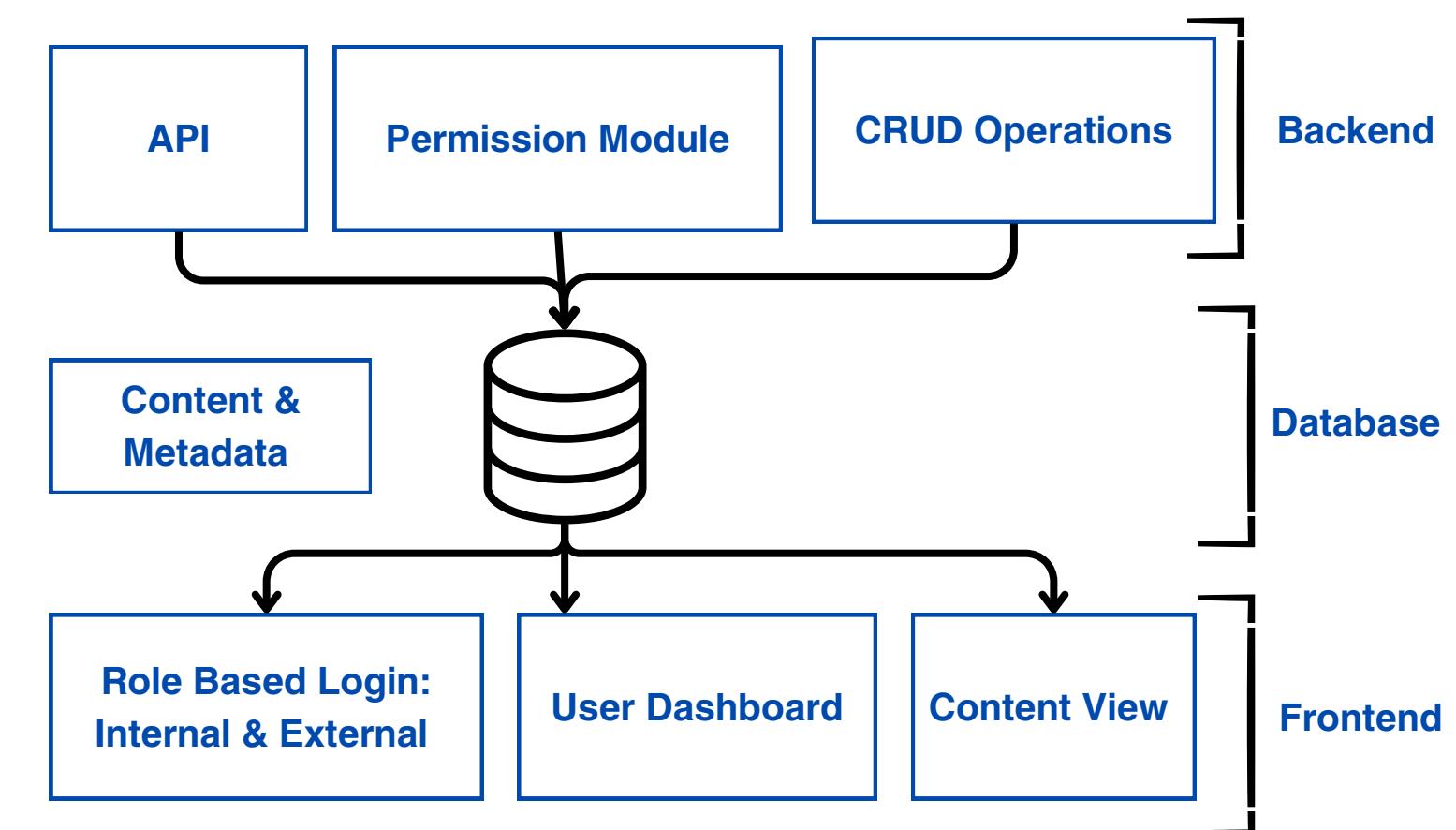
- The backend authenticates the user and checks their role
- It queries the database for templates matching the keyword

3. Data Retrieval (Database):

- The database retrieves matching records, including file locations and metadata
- Results are sent back to the backend

4. Response Rendering (Frontend):

- The frontend displays the search results, allowing the user to preview or download

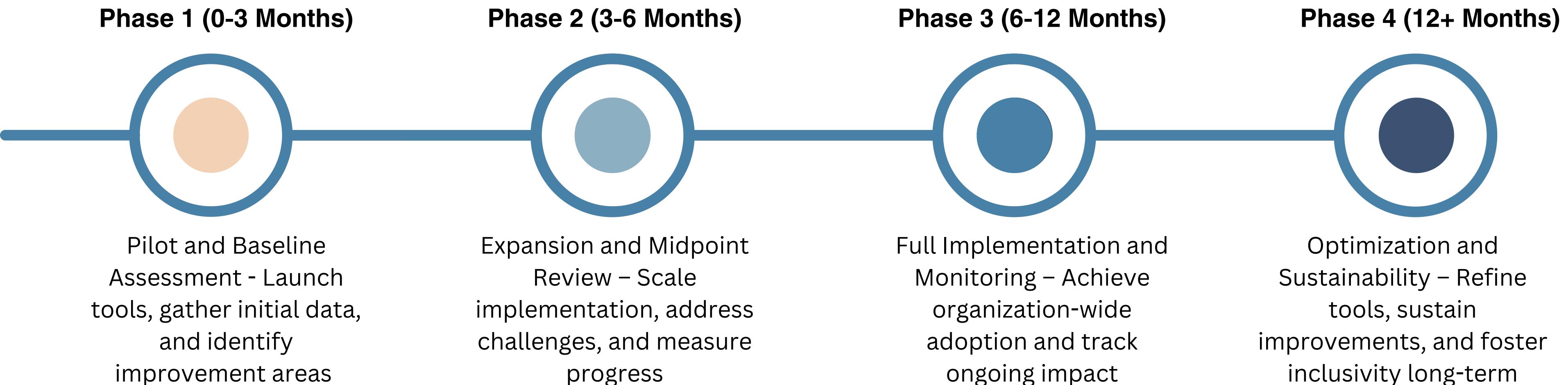


Implementation Plan for Accessibility Tools

Timeline Overview

- **Pilot Phase (2 Months)**
 - Test the tools in a controlled environment
 - Conduct 2 training workshops for the pilot team (1 at launch, 1 mid-phase)
 - Assign a Department Lead (Customer Support Manager) and a Technical Consultant (IT Specialist)
 - Collect feedback using surveys and group discussions with HR Specialist
- **Gradual Rollout (2 Months)**
 - Expand tool usage to additional departments, refine based on pilot feedback
 - Host 3 workshops, tailored to each department, focusing on practical use cases and productivity improvements
 - Assign Department Champions (Marketing Lead/Finance Manager)
 - Hold monthly virtual town halls led by HR to address challenges and feedback
- **Full Implementation (3 Months)**
 - Ensure company-wide adoption and ongoing support
 - Complete rollout across the organization, ensuring all employees are trained and equipped with tools
 - Conduct 4 workshops focusing on advanced usage and troubleshooting such as: Mastering Productivity Tools, Leveraging Accessibility for Diverse Needs
 - Appoint a Company-Wide Accessibility Lead (IT Manager) to oversee this phase, supported by the Departmental Champions
- **Ongoing**
 - Conduct quarterly workshops on new features and best practices
 - Have biannual surveys to gather input from employees

Targets and Outcomes



Next Steps

Commitment to Continuous Improvement

- Regularly assess tool performance and user satisfaction through scheduled evaluations
- Create a safe environment where employees feel comfortable sharing suggestions and reporting issues

Adapting to Technological Advancements

- Merge emerging technologies to enhance the functionality and user experience
- Maintain scalable infrastructure to accommodate future growth and updates seamlessly

Establishing Long-Term Feedback Loop

- Define success metrics such as productivity, tool engagement, and a reduction in accessibility issues
- Monitor these metrics to track progress and ensure continued effectiveness

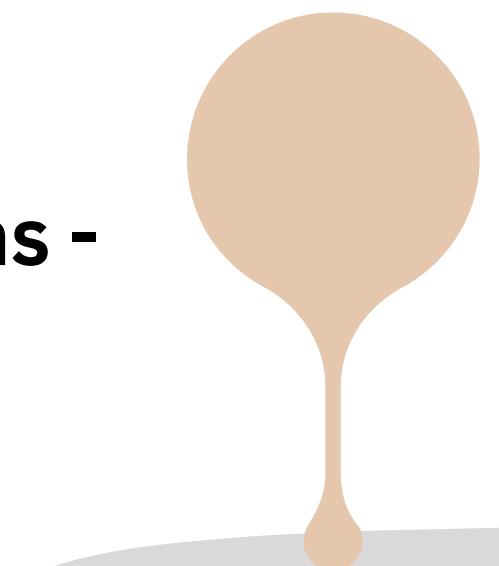
Sustainability in Accessibility

- Allocate resources for ongoing maintenance, updates, staffing, and training to ensure tools remain effective and relevant

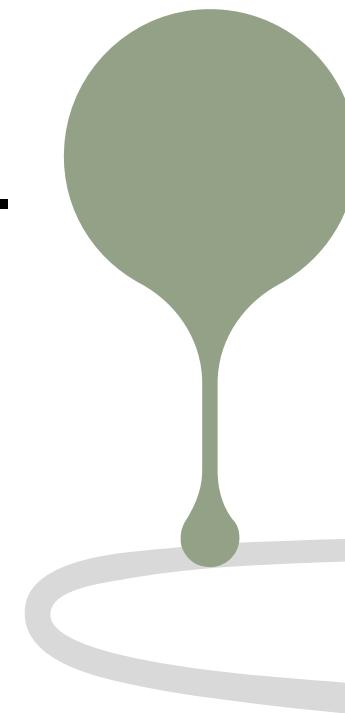
4 Months -



8 Months -



12 Months -



Success Metrics and KPIs

Adoption Rates (80%)

- Research from the Web Accessibility Initiative shows organizations with well-implemented accessibility tools see high adoption rates, with increased engagement and retention.
- Telerik had a legal settlement regarding issues with accessibility on their website
 - Focused on making it more accessible for the visually impaired and other disabilities
 - Led to more customer engagement particularly from users with disabilities by improving navigation and key actions

User Satisfaction (75%)

- Telerik's case studies reveal that improving accessibility often boosts user satisfaction, with scores reaching over 75%. Users with disabilities report better experiences, especially in web navigation and interaction.
- Netflix added accessibility improvements to their platform; captioning and audio descriptions
 - Made their content available to hearing or visual impaired users, receiving a positive feedback
 - Increased user satisfaction by 75% among users

Efficiency Improvement (20%)

- Accenture's collaboration with Microsoft demonstrated efficiency gains of up to 20% or more by integrating accessibility tools, leading to time savings and more efficient workflows for employees.
- Accenture worked with Microsoft to add accessibility features into their software solutions
 - Improved employee efficiency, for those with disabilities by adding screen readers, voice controls, easy navigation

Accessibility Barrier Reduction (80%)

- Daily.dev's case studies highlight that companies implementing accessibility features see up to 80% reduction in barriers, improving website accessibility, navigation, and communication, enhancing both employee and customer experiences.

Training statistics

Company Revenue	Employee Wants
<ul style="list-style-type: none">Companies with comprehensive employee training programs have 218% higher income per employee than companies without formalized trainingWhen employees receive the training they need (and want), companies are 17% more productive40% of Fortune 500 companies use Learning Management Systems to stay competitive	<ul style="list-style-type: none">68% of employees prefer to learn or train in the workplace74% of workers are willing to learn new skills or re-train in order to remain employable59% of millennials claim development opportunities are extremely important when deciding whether to apply for a position76% of employees say that a company would be more appealing if it offered additional skills training to its staff
Optimizing Training Formats	Employee Retention
<ul style="list-style-type: none">93% want training that is easy to complete and understand89% of workers want training available anywhere and anytime55% of workers claim they need more development opportunities to improve their work93% of employees want easy-to-complete training91% of employees want their training to be personalized and relevant	<ul style="list-style-type: none">45% of employees are more likely to stay in their role if they receive more trainingOver 90% of employees say they won't quit if they get development opportunities83% of HR managers said training is beneficial for employee attractionOrganizations with poor onboarding processes are twice as likely to experience employee turnover

Reinforce accessibility practices

Ensuring SafeHaven continues to implement accessibility standards



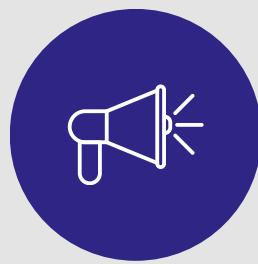
Provided resources

Provide accessible resources for employees to access



Reward

Give a reason why your employees should implement these practices



Continuous improvement

Experiment and improve accessibility practices

The Importance of Embracing Accessibility at SafeHaven

Why This Change?

Improving Communication:

- Accessibility tools enhance internal and external communication.
- Streamlines workflows, reduces misunderstandings, and boosts team collaboration.

Empowering Employees:

- Creates a more efficient and inclusive work environment.
- Ensures employees feel connected and empowered.

Client Benefits:

- Provides clients with a smoother, more inclusive experience.

Alignment with SafeHaven's Mission:

- Reinforces the commitment to inclusivity and productivity.
- Strengthens the brand as an organization focused on DEI (diversity, equity, and inclusion).

Attracting Talent:

- DEI is a key factor for prospective employees when considering an organization.

Why This Change Now?

Rising Expectations:

- Growing trends in workplace inclusivity and accessibility.
- Clients and employees expect businesses to prioritize inclusivity.

Competitive Advantage:

- Organizations that fail to adapt risk falling behind and damaging their brand.
- Accessibility helps organizations meet diverse needs and build an inclusive culture.

Proactive Approach:

- Positions SafeHaven as a leader in inclusivity and responsiveness.
- Demonstrates commitment to forward-thinking practices and evolving workplace standards.

Improved Satisfaction:

- Enhances employee satisfaction and organizational adaptability to change.

Mock Up - Repository (Templates)

The screenshot shows a SharePoint site interface with the following details:

- Header:** Office 365 | SharePoint. Includes icons for search, settings, help, and a user profile (SR).
- Page Title:** Main Team Accessibility Repository
- Header Bar:** Search, New, Upload, Sync, Export to Excel, Quick edit, Flow, Documents, Filter, and Information.
- Left Navigation:** Home, Notebook, **Documents** (selected), Pages, Team Documents, Contacts, Site contents, and Edit.
- Content Area:** A grid of eight document library items represented by blue folder icons.
 - Row 1: Getting Started with Accessibility in MS 365, Human Resource, Finance, IT
 - Row 2: Marketing, Sales, Administration, Branding
- Footer:** A vertical yellow bar on the left side.

Mock Up - Repository (How To Guides)

The screenshot shows a SharePoint document library interface titled "Main Team Accessibility Guides Repository". The library contains eight items, each represented by a blue folder icon:

- Immersive Reader
- Live Captions & Subtitles
- Accessibility Checker
- Alternative Text for Images
- Accessibility Best Practices
- Awareness & Cultural Initiatives
- Common Accessibility Features in Office Tools
- Troubleshooting

The left sidebar shows navigation links: Home, Notebook, **Documents**, Pages, Team Documents, Contacts, Site contents, and Edit. The "Documents" link is highlighted with a yellow bar. The top navigation bar includes Office 365, SharePoint, and various site settings icons.

Mock Up - Repository (Specific - Immersive Reader)

The screenshot shows a SharePoint site interface with the following details:

- Header:** Office 365 | SharePoint. Includes icons for search, settings, help, and a user profile (SR).
- Page Title:** Immersive Reader
- Page Description:** Not following | Share
- Toolbar:** Search, New, Upload, Sync, Export to Excel, Quick edit, Flow, Documents, Filter, and Information.
- Sidebar (Left):** Home, Notebook, **Documents** (selected), Pages, Team Documents, Contacts, Site contents, Edit.
- Content Area:** Displays eight folder icons representing different topics:
 - How to Enable Immersive Reader in Word
 - Using Immersive Reader in Teams
 - Accessing Immersive Reader in Outlook
 - Immersive Reader for OneNote and PowerPoint
 - FAQs
 - Best Practices
 - Case Studies & Examples
 - Support Materials

Mock Up - Repository (Specific - Marketing)

The screenshot shows a SharePoint site interface for a 'Marketing' team. The top navigation bar includes 'Office 365' and 'SharePoint' links, along with icons for search, settings, help, and a user profile ('SR'). Below the navigation is a toolbar with 'SHARE', 'FOLLOW', and other social sharing options. On the left, a navigation menu lists 'Home', 'Notebook', 'Documents' (which is selected), 'Pages', 'Team Documents', 'Contacts', 'Site contents', and 'Edit'. The main content area displays eight blue folder icons representing different document templates: 'Email Marketing Templates', 'Social Media Post Templates', 'Presentation Decks', 'Print & Digital Collateral', 'Website Content Templates', 'Multimedia Templates', 'Campaign-Specific Templates', and 'Guidelines & Checklists'. Each folder icon has its name below it.

- Home
- Notebook
- Documents
- Pages
- Team Documents
- Contacts
- Site contents
- Edit

Marketing

SHARE FOLLOW

Not following Share

Search

New Upload Sync Export to Excel Quick edit Flow ...

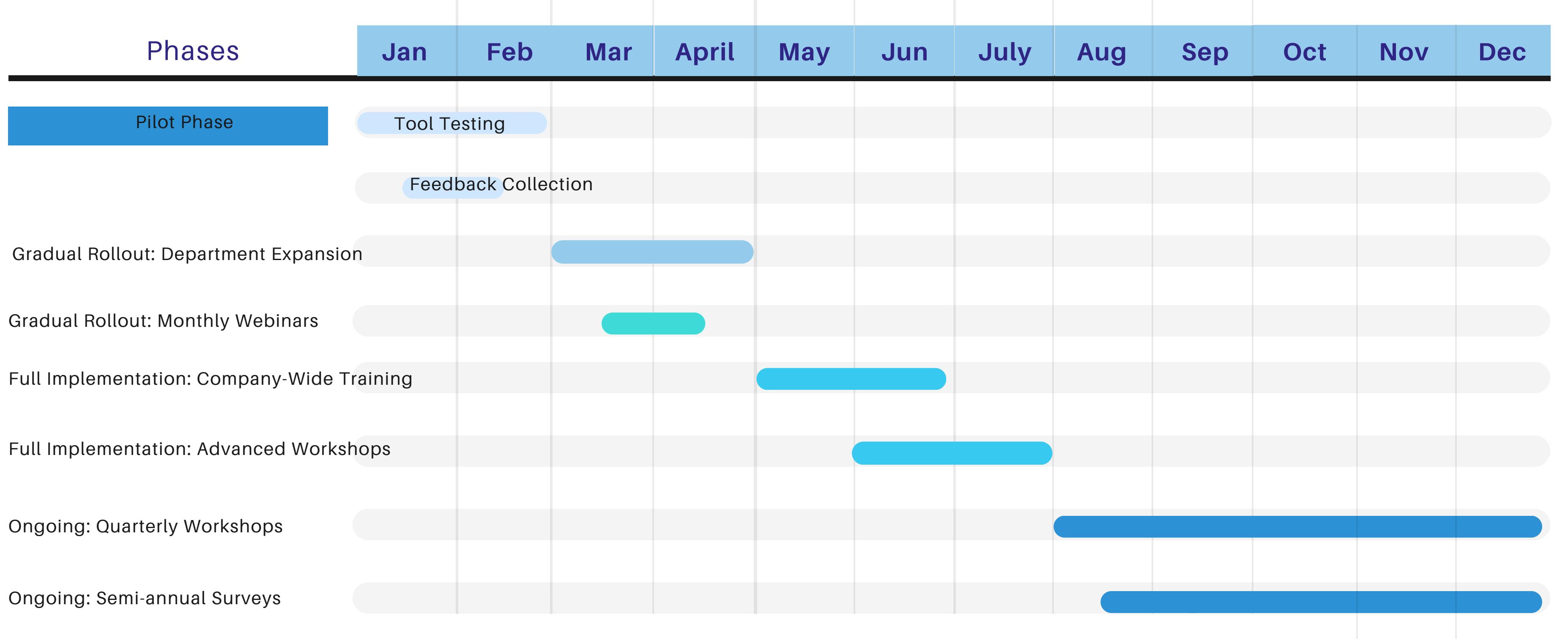
Email Marketing Templates Social Media Post Templates Presentation Decks Print & Digital Collateral

Website Content Templates Multimedia Templates Campaign-Specific Templates Guidelines & Checklists

References

1. <https://support.microsoft.com/en-us/office/create-a-folder-in-a-document-library-3d6a8c11-2490-4d6b-8837-f25649a69c56>
2. <https://support.microsoft.com/en-us/office/share-sharepoint-files-or-folders-1fe37332-0f9a-4719-970e-d2578da4941c>
3. <https://ganeshsanapblogs.wordpress.com/2023/09/11/create-colored-folders-in-sharepoint-online-using-cli-for-microsoft-365/>
4. <https://itsuruguay.com/SharePoint-Online-and-OneDrive-One-Minute-Office-Magic-7285978.html>
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Implementation Plan Gantt Chart



Introduction

Summary

Awareness

Desire

Knowledge

Ability

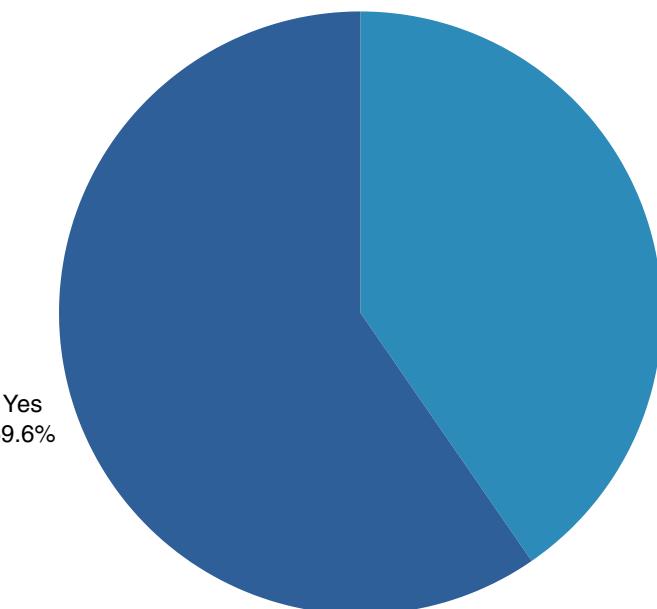
Reinforcement

Conclusion

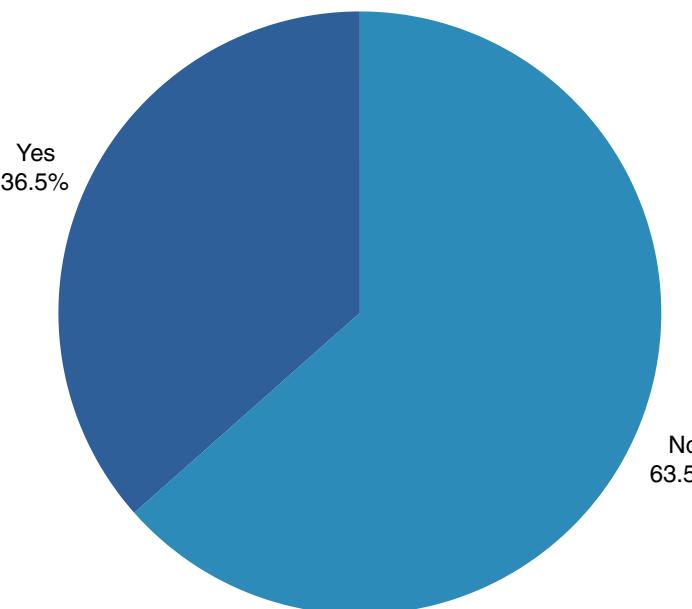
Our Survey Results



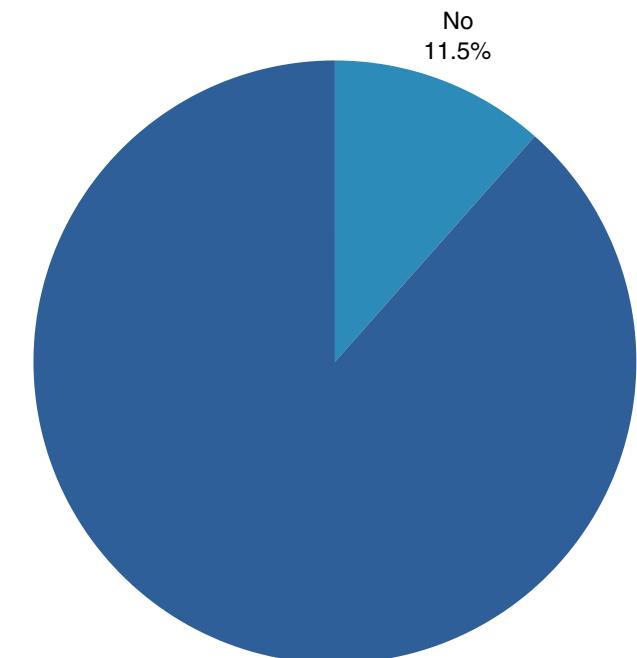
52 Responses



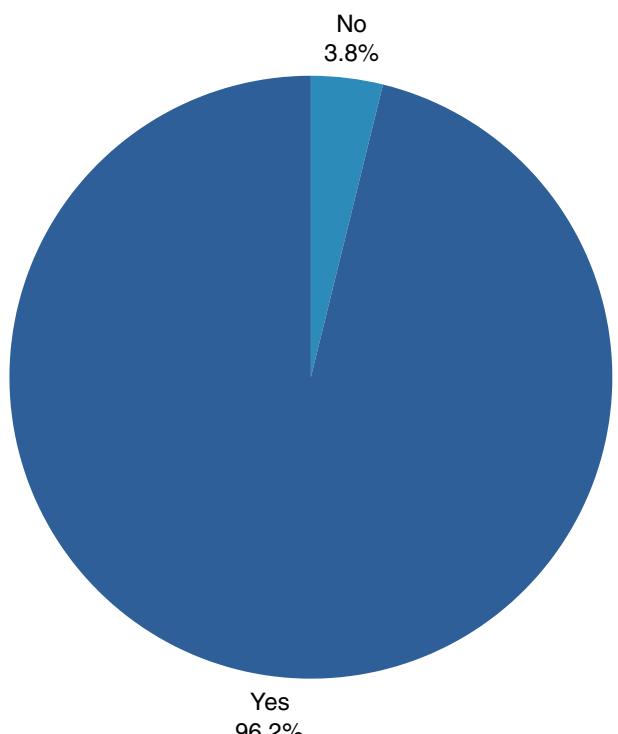
Are you familiar with Microsoft accessibility tools?



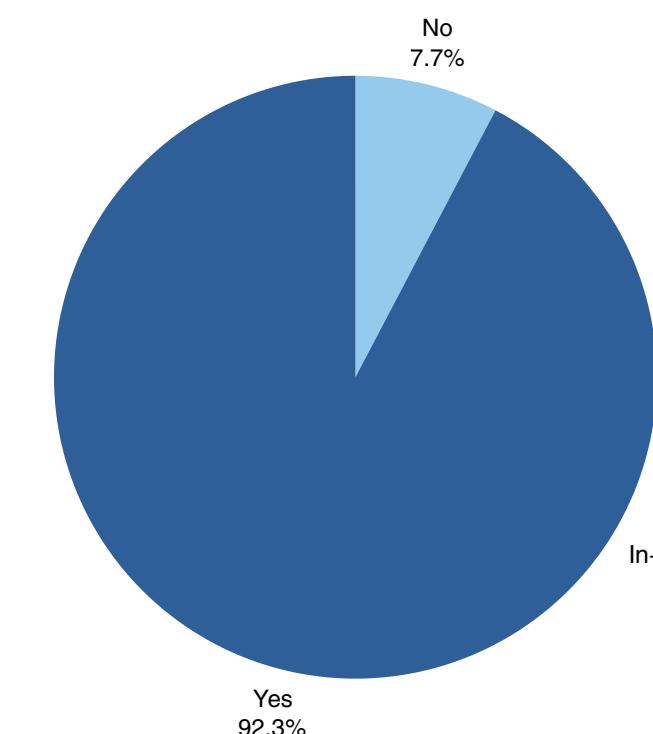
Have you used Microsoft accessibility tools?



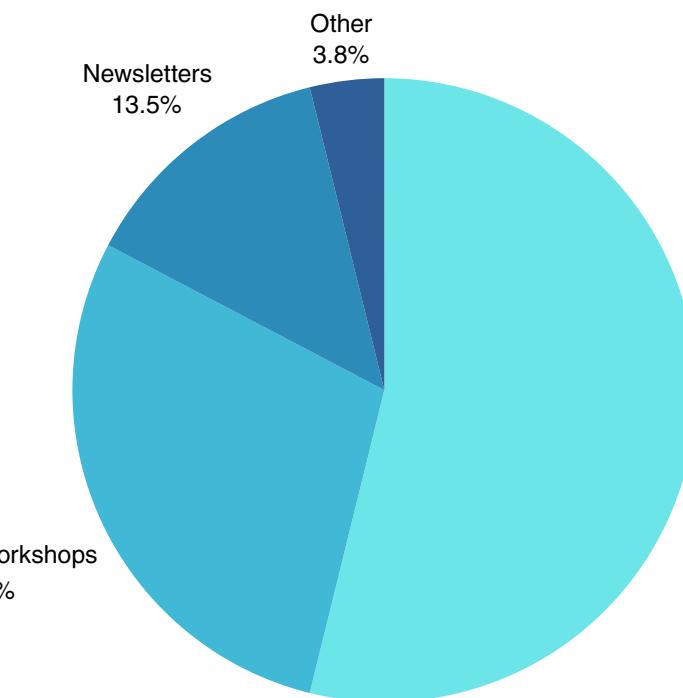
Are you interested in learning more about the Microsoft accessibility tools?



Do you think the use of Microsoft accessibility tools can make your workplace more productive?



Would the use of Microsoft accessibility tools help you?



How would you like to learn more about these tools?