




Implementation of OAS - Project Plan

Task Name	Duration	Start	Finish	Predecessors	Assigned To (Lead)	Assigned To (Support)	Status	Comments
Implementation of Online Accessibility Standards	221d	04/01/24	02/03/25					
1. Research and Preparation	25d	04/01/24	05/03/24					
Project Starts	0	04/01/24	04/01/24					
1.1. Research Accessibility Standards (WCAG)	5d	04/01/24	04/05/24	3	L&D Specialist, Instructional Designer	Accessibility Expert		
1.2. Review Legal and Compliance Requirements	5d	04/08/24	04/12/24	4	L&D Specialist, Instructional Designer	Compliance Specialist		
1.3. Gather Existing Training Materials	3d	04/01/24	04/03/24	3	L&D Specialist	Instructional Designer		
1.4. Create User Survey to Measure Current Attitudes/Confidence	5d	04/15/24	04/19/24	5, 6	L&D Specialist	Accessibility Expert		
1.5. Distribute User Survey	0	04/19/24	04/19/24	7	L&D Specialist			
1.6. Collect Survey Data and Analyze	10d	04/22/24	05/03/24	8	L&D Specialist	Instructional Designer		
2. Curriculum Design	47d	05/06/24	07/09/24					
2.1. Determine Training Needs	5d	05/06/24	05/10/24	9	L&D Specialist	Accessibility Expert, Instructional Designer		
2.2. Define Learning Objectives	3d	05/13/24	05/15/24	11	Instructional Designer	L&D Specialist		
2.3. Design First Module: Level A	13d	05/16/24	06/03/24					
2.3.1. Divide Level A Standards in Half to Create Parts 1 and 2	3d	05/16/24	05/20/24	12	L&D Specialist			Divide Standards in Half to Create Parts 1 and 2 for Easier Learning
2.3.2. Create PDF Resource for Each Half	10d	05/21/24	06/03/24	14	Instructional Designer	Accessibility Expert		
2.4. Design Second Module: Level AA	13d	06/04/24	06/20/24					
2.4.1. Divide Level AA Standards in Half to Create Parts 1 and 2	3d	06/04/24	06/06/24	15	L&D Specialist			Divide Standards in Half to Create Parts 1 and 2 for Easier Learning
2.4.2. Create PDF Resource for Each Half	10d	06/07/24	06/20/24	17	Instructional Designer	Accessibility Expert		
2.5. Design Third Module: Level AAA	13d	06/21/24	07/09/24					
2.5.1. Divide Level AAA Standards in Half to Create Parts 1 and 2	3d	06/21/24	06/25/24	18	L&D Specialist			Divide Standards in Half to Create Parts 1 and 2 for Easier Learning
2.5.2. Create PDF Resource for Each Half	10d	06/26/24	07/09/24	20	Instructional Designer	Accessibility Expert		
3. Training Delivery: Level A	42d	07/10/24	09/05/24					
3.1. Level A Part 1	11d	07/10/24	07/24/24					First half of Level A Guidelines
3.1.1. Conduct Training Session	1d	07/10/24	07/10/24	21	L&D Specialist	Accessibility Expert		
3.1.2. Distribute PDF Resource	0	07/10/24	07/10/24	24	L&D Specialist			
3.1.3. Practice Period	10d	07/11/24	07/24/24	25	Instructional Designers			Peer-review partner for 2 weeks using Level A Part 1 Standards
3.2. Level A Part 2	11d	07/25/24	08/08/24					Second half of Level A Guidelines
3.2.1. Conduct Training Session	1d	07/25/24	07/25/24	26	L&D Specialist	Accessibility Expert		
3.2.2. Distribute PDF Resource	0	07/25/24	07/25/24	28	L&D Specialist			
3.2.3. Practice Period	10d	07/26/24	08/08/24	29	Instructional Designers			Peer-review partner for 2 weeks using Level A Part 2 Standards
3.3. Level A Conclusion	20d	08/08/24	09/05/24					
3.3.1. Distribute Feedback Survey	0	08/08/24	08/08/24	30	L&D Specialist			
3.3.2. Continued 4 Weeks of Peer Review Level A	20d	08/09/24	09/05/24	30	Instructional Designers	Accessibility Expert		
4. Training Delivery: Level AA	42d	09/06/24	11/04/24					
4.1. Level AA Part 1	11d	09/06/24	09/20/24					First half of Level AA Guidelines
4.1.1. Conduct Training Session	1d	09/06/24	09/06/24	33	L&D Specialist	Accessibility Expert		
4.1.2. Distribute PDF Resource	0	09/06/24	09/06/24	36	L&D Specialist			
4.1.3. Practice Period	10d	09/09/24	09/20/24	37	Instructional Designers			Peer-review partner for 2 weeks using Level A Part 1 Standards
4.2. Level AA Part 2	11d	09/23/24	10/07/24					Second half of Level AA Guidelines
4.2.1. Conduct Training Session	1d	09/23/24	09/23/24	38	L&D Specialist	Accessibility Expert		
4.2.2. Distribute PDF Resource	0	09/23/24	09/23/24	40	L&D Specialist			
4.2.3. Practice Period	10d	09/24/24	10/07/24	41	Instructional Designers			Peer-review partner for 2 weeks using Level A Part 2 Standards
4.3. Level AA Conclusion	20d	10/07/24	11/04/24					
4.3.1. Distribute Feedback Survey	0	10/07/24	10/07/24	42	L&D Specialist			
4.3.2. Continued 4 Weeks of Peer Review Level AA	20d	10/08/24	11/04/24	42	Instructional Designers	Accessibility Expert		
5. Training Delivery: Level AAA	42d	11/05/24	01/01/25					
5.1. Level AAA Part 1	11d	11/05/24	11/19/24					First half of Level AAA Guidelines
5.1.1. Conduct Training Session	1d	11/05/24	11/05/24	45	L&D Specialist	Accessibility Expert		
5.1.2. Distribute PDF Resource	0	11/05/24	11/05/24	48	L&D Specialist			
5.1.3. Practice Period	10d	11/06/24	11/19/24	49	Instructional Designers			Peer-review partner for 2 weeks using Level A Part 1 Standards
5.2. Level AAA Part 2	11d	11/20/24	12/04/24					Second half of Level AAA Guidelines
5.2.1. Conduct Training Session	1d	11/20/24	11/20/24	50	L&D Specialist	Accessibility Expert		
5.2.2. Distribute PDF Resource	0	11/20/24	11/20/24	52	L&D Specialist			
5.2.3. Practice Period	10d	11/21/24	12/04/24	53	Instructional Designers			Peer-review partner for 2 weeks using Level A Part 2 Standards

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55	 5.3. Level AAA Conclusion	20d	12/04/24	01/01/25					
56	5.3.1. Feedback Survey	0	12/04/24	12/04/24	54	L&D Specialist			
57	5.3.2. Continued 4 Weeks of Peer Review Level AAA	20d	12/05/24	01/01/25	54	Instructional Designers	Accessibility Expert		
58	 6. Evaluation and Documentation	43d	12/05/24	02/03/25					
59	6.1. Document Training Materials	5d	12/05/24	12/11/24	54	L&D Specialist	Instructional Designer		
60	6.2. Store Training Materials Online for Access	2d	12/12/24	12/13/24	59	L&D Specialist	Instructional Designer		
61	 6.3. Conduct Post-Training Accessibility Audit	23d	01/02/25	02/03/25					
62	6.3.1. Design Rubric	5d	01/02/25	01/08/25	57	L&D Specialist, Instructional Designer	Accessibility Expert		
63	6.3.2. Select Reviewers	1d	01/02/25	01/02/25	57	L&D Specialist			
64	6.3.3. Select Trainings to Be Audited	4d	01/02/25	01/07/25	57	Instructional Designer			
65	6.3.4. Conduct Audit	10d	01/09/25	01/22/25	62, 63, 64	Accessibility Expert	L&D Specialist, Instructional Designer		
66	6.3.5. Compile Data	3d	01/23/25	01/27/25	65	Accessibility Expert			
67	6.3.6. Analyze Data to Determine Training Effectiveness	5d	01/28/25	02/03/25	66	L&D Specialist, Instructional Designer	Accessibility Expert		
68	6.4. Design Post-Training User Survey	5d	01/02/25	01/08/25	57	L&D Specialist			
69	6.5. Distribute Survey	0	01/08/25	01/08/25	68	L&D Specialist			
70	6.6. Collect and Analyze All User Survey Data	10d	01/09/25	01/22/25	69	L&D Specialist, Instructional Designer			