



Use this checklist to ensure your AI projects are inclusive, accessible, and respectful of diverse users.

Inclusive Planning

- ☐ Include people with disabilities and underrepresented groups in initial brainstorming.
- ☐ Define success metrics that consider diverse user outcomes.
- ☐ Identify potential sources of bias early in the process.

Accessible Design

- ☐ Follow WCAG guidelines for color contrast, text size, and navigation.
- ☐ Ensure your interface is screen reader compatible.
- ☐ Support keyboard-only and voice navigation.
- ☐ Avoid relying solely on visual or auditory cues.

Representative Data

- ☐ Review datasets for balance across race, gender, age, ability, and more.
- ☐ Avoid proxy variables that could encode bias (e.g., zip code for race).
- ☐ Document data sources and limitations transparently.



Inclusive Testing

- ☐ Include users with a range of disabilities and perspectives in usability testing.
- ☐ Run tests using assistive tech (e.g., screen readers, magnifiers).
- ☐ Solicit feedback continuously -- not just once.

Ethical & Respectful Interaction

- ☐ Avoid ableist or biased language in prompts, responses, or labels.
- ☐ Build in options for user control and consent.
- ☐ Provide explanations or alternatives for automated decisions.

Documentation & Transparency

- ☐ Clearly state your model's intended users, risks, and limitations.
- ☐ Include accessibility notes in product documentation.
- ☐ Publish contact info for reporting accessibility or bias issues.

Final Tip:

Inclusion is not a feature -- it's a mindset. Revisit this checklist with every major AI iteration.