Guide to Planning W3C Chapter Roadmap

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This roadmap guide offers a template and framework for W3C Chapters to assess and monitor their progress. The template comprises defined goals, timelines, and metrics that Chapters can utilize to evaluate their performance. It is recommended that Chapters use the template to create their individualized roadmap, which will assist them in attaining their objectives and contributing to the mission of W3C.

Use of Template

Remember to incorporate **Goals, Timelines, and Metric**s into the Chapter Roadmap for optimal use of this template. Each Chapter should exclude any irrelevant goals and include relevant supporting objectives. It's advisable to develop the roadmap at the beginning of the fiscal year, starting September 15th, with Quarter 1.

To help with planning, consider including information about your **budget and resource needs** for the Chapter Roadmap.

Check-ins and Quarterly Report

W3C Chapters Management *will establish regular check-ins with each Chapter to provide support and guidance and receive progress updates.*

We plan to create a comprehensive quarterly report highlighting each Chapter's progress. This report will be submitted to the W3M team to keep the W3C leadership informed about the overall performance of the chapters.

The quarterly report will include a filled template to track progress and accomplishments. This report will help Chapters develop a customized roadmap to achieve their goals and contribute to W3C's mission.

Chapters can monitor their progress and receive support and feedback on their initiatives using metrics, regular check-ins, and quarterly reports. This Chapter Roadmap will ensure that they are productive and contributing towards W3C's vision of an open, accessible, and interoperable web.

Template

Goals

Goal 1: Support existing W3C Members in the Chapter Territory.

Goal 2: Provide feedback to W3C on regional issues.

Goal 3: Promote the adoption of W3C Standards with particular attention to the local languages and cultures.

Goal 4: Broaden participation to include more stakeholders from the Chapter Territory.

Goal 5: Have a designated evangelist for recruiting W3C Members and participants in their Chapter region.

Timeline

The timeline for achieving each goal will depend on the Chapter's needs and objectives. However, we recommend using the following timeline as a guideline:

Quarter 1: Establish a roadmap with clear goals and objectives for the year. Develop a communication plan to keep members informed and engaged.

Quarter 2: Execute the roadmap plan. Organize local events and workshops to promote W3C Standards and support existing members.

Quarter 3: Assess progress towards the established goals. Receive feedback from members and stakeholders. Address issues and concerns that arise.

Quarter 4: Evaluate success metrics and finalize the roadmap for the following year. Provide updates on accomplishments and plans to members and stakeholders.

Metrics

The use of metrics is crucial for measuring progress and determining success in achieving established goals. Here are the recommended metrics for each goal:

Goal 1 Metrics:

- Number of members reached by Chapter's communication plan
- Number of members engaged in W3C activities and initiatives
- Number of inquiries responded to by the Chapter team

Goal 2 Metrics:

- Number of local accessibility issues raised and addressed
- Participation rate in regional feedback sessions
- Number of feedback submissions to W3C

Goal 3 Metrics:

- Number of local organizations and institutions adopting W3C Standards
- Number of regional workshops and events promoting W3C Standards
- Number of W3C Standards translated into local languages

Goal 4 Metrics:

- Number of new members recruited from underrepresented regions and industries
- Number of new members engaged in W3C activities and initiatives
- Attendee/participation rate of local events and workshops

Goal 5 Metrics:

- Number of new members recruited by the Evangelist
- Increased awareness and visibility of W3C activities and initiatives
- Increase in overall Chapter engagement levels