

Template for Content Creation Process for Migrating WCAG 2.1 Success Criteria (SC)

Goal for Content Creation Process

For writers and contributors to migrate WCAG 2.1 content to Silver structure, by:

- Making the process as easy, accessible and scalable as possible;
- Preserving the knowledge and experience of WCAG guidance during the migration process
- Encouraging user-centered focus;
- Writing in plain language or clear language (where applicable);
- Defining guidance and methods which are clear and efficient to implement;
- Completing the process so that Silver reviewers can determine if it is ready to include.

File Naming Conventions

[Instructions for File Naming](#)

Part 1 - Define User Need

[Instructions for Define User Needs](#)

1. List disabilities and the barriers they encounter
2. Common and unique needs between groups

Common Needs

Unique Needs

Part 2 - Write Outcomes

[Instructions for Creating Outcomes](#)

1. Outcomes

Part 3 - Develop Tests:

[Instructions for Develop Tests](#)

1. Known Solutions (from WCAG Techniques, ACT, or [EasyChecks](#))
 -
 -
2. Example(s)
 - [Code samples of good or bad solutions, clearly marked]
3. Exceptions
 -
4. User Needs not addressed by known solutions or exceptions...
 - a. ... That can be addressed by a new test
 - b. ... That do not have a solution with current technology or testing. These should be addressed in future Silver work.

5. Update current WCAG or write new tests

For each Test:

Atomic Tests <h2>

Unit Tested: [such as app, screen, paragraph, element...]

Measurement: [such as percentage, rating,

Test for [name of test] <h3>**Procedure <h4>**

1. [Numbered steps for testing]
- 2.

Expected Results <h4>

[How to rate if the test passed or failed]

6. For each Outcome:

Critical Errors (normative) <h2>

[there are 3 types of critical errors. Note what critical errors (if any) apply to your Outcome and how you would determine if they apply. This section is evolving from FPWD feedback, so this can be your notes and not formal.]

- Errors located anywhere within the view that stop a user from being able to use that view (examples: flashing, keyboard trap, audio with no pause);
- Errors that when located within a process stop a user from completing a process (example: submit button not in tab order); and
- Errors that when aggregated within a view or across a process stop a user from using the view or completing the process (example: a large amount of confusing, ambiguous language).]

Part 4 - Write Methods**[Instructions for Writing Methods](#)**

[HTML Methods Template in Github](#) - For those comfortable working directly with the HTML templates

[Method Example](#)

1. Identify the platform and technology you are writing this for.
2. Describe what the Method does technically as Summary

3. How the Method solves the problem or user need
4. Code Samples or Design Patterns
5. Test(s) from Part 2 - Tests
 - Link to the correct test
6. Points (TBD)

Leave this blank for now, as it is probably going to change
7. Resources
8. Is there a way to customize this method or add a new Method for user agent, authoring tool, or assistive technology?

Part 5 - Write the Guideline How-To

[Instructions for Writing the Guideline How-To](#)

Write this as simply as is convenient. We will have experts convert it to plain language, so don't get bogged down in writing in plain language.

[Example from FPWD](#)

[HTML Template for How-To in Github](#) - For those comfortable working directly with the HTML templates

Get Started

Summary

Why

Who it helps

How

Summary

1-2 sentences

Write Plan tab

Planning Responsibilities

1. You must ensure that...
2. This must ...

Tips for Collaboration

Where communication is important with designers, developers, testers

Planning for Each Stage:

How to get started early

How to remediate

Write Design tab

Design Responsibilities

1. You must ensure that...
2. This must ...

Designer Tips:

User Testing & Meaningful Involvement:

Write Write tab (optional)

Editor Responsibilities

3. You must ensure that...
4. This must ...

Editor Tips:

Write Develop tab

Technical Responsibilities

1. You must ensure that...
2. This must ...

Methods

- Technique 1...
- Technique 2...

- Method 3...

Examples & Demo:

Video (Embedded or Links)

Technical Tips:

-

Write Example tab

Link to Style Guide or Pattern Library examples - visual and code, if available

Links to Video (Embedded or Links)

Write Resources tab

Resources are for information purposes only, no endorsement implied.

- [these are general, look at [WAI site](#) for ideas. Outside links are acceptable if they are stable (avoid URLs that can go stale or break.)
-

Write the tags

2. Tags for Information Architecture for content management sorting and filtering:

WCAG2 SC number (if applicable)	
WCAG2 Principle	
Disability groups served	
Functional user needs from EN 301 549	
Meta-organization (if applicable)	

Technology or component where commonly used (e.g. video, navigation menu)	
Impact on user (proposed)	
Activity or Role (e.g. design, develop, edit, etc.) Link to EO roles list	
Other?	

Part 6 - Write the Guideline

Goal: To write a clear summary

From: The total experience

For: The universe of the people who will use only the list of guidelines.

A simple summary in imperative case, that is, “Do this” (informed by Parts 1 to 5)

Part 7 - Where the migration proposal is incomplete (optional)

Goal: To identify the known problems with this individual proposal (including issues with the SC).

From: Team writing proposal

For: Silver review team

- Which item is incomplete?
- What are the barriers?
- what kind of expertise do you need?
- Do you have questions for the group?
- Etc.

Part 8 - Evaluate (optional)

Goal: To ensure the guideline and methods meet user needs.

From: evaluation by Silver reviewers (emails, Github, minutes, etc.)

For: Documentation page which will enable FAQ for that content

Documentation -- with consistent titles, headings and structure -- should address:

1. Key issues of concern emerging from discussion
2. What types of disabilities/needs are sufficiently addressed in this SC? Which ones are not?
3. Should this guidance or method be combined with another guidance or method?
4. Should it be split into two?
5. Are there ways this guidance or method will change, given emerging technology?
6. What gaps, conflicts and side-effects/negative impacts exist in this current guidance, method and test that must be addressed in creating new content? (see flags raised in Shawn's calls on migrating content)
7. What are two examples where this is implemented in the real world?
8. Is there research or other references to support this guideline, method, test, or user need?
9. Other notes for future guidance and methods

Experience:

Goal: To capture best practices in scaffolding content creation for Silver migration, to make the experience accessible, efficient, and effective.

From: Those who are testing the process by migrating success criteria.

For: Silver review team and contributors, to improve the support around the process.

Lessons Learned for Testing this Process:

Goal: To capture the experience of completing this document, in order to iterate the process.

From: Interviews of content contributors who have used this process to migrate SC.

For: Silver reviewers, to streamline and improve the content writing process.

1 - Where did you get stuck? (list item #s)

2 - Which parts were slow and why?

3 - Which parts went really quickly/well?

4 - What caused speed bumps?

5 - Were there times when taking more time was helpful in improving quality?

6 - Add other questions as they come up.