This is a sample template form which could be used when creating a new accessibili

Sample Accessibility Plan

Submitted by:

Date:

Institutional Statement on Accessibility:

If your institution has a general statement on accessibility you might paste it here to remind units of the institutional policy.

General Statement on Accessibility by MAU

Please include a general statement on accessibility for your MAU which describes any additional requirements or focal areas you have.

Unit Mission and Vision (if desired)

Unit mission and vision here...

Unit Accessibility Vision

Unit vision for accessibility here...

Process and Training

- ○ Training methods (Faculty and Staff)
- ○ Training materials developed or used (Include links to materials if available)
- ○ Describe communication infrastructure for accessibility between units, college, and university.
- ○ Describe mechanisms for how accessibility issues can be identified and acted upon at the correct level.
- ○ What are your plans to sustain accessibility awareness, knowledge and activities? *(Community of practice? Ongoing training and awareness?)*

New Content (How is your MAU handling content generation?)

For new content and applications, please outline how you will be ensuring that the content or application is accessible.

Describe your process for purchasing new software/webware, developing new content, etc.

How do you guarantee that all new content is accessible?

Existing Content

(How is your MAU handling remediation of content already generated but not accessible?)

Provide a scope for the amount of work that needs to be done

Please outline how you will inventory and prioritize your current digital content for scanning and remediation.

     a. Websites *(e.g., use Google Analytics, use a compliance scanner,)*

          i. Core content (Active and related to the primary mission of the unit)
          ii. Secondary content (Active not related to the primary mission of the unit, e.g. internal websites such as meeting reservation systems or other administrative apps)
          iii. Historical (Not currently maintained by the unit, but available on the internet)

     b. Courses *(e.g., pull data from Registrar; begin with large enrollment courses..)*

          i. Existing Active Course Content

     c. Third Party Applications (except those listed on the Institution Acceptable Applications list)

Exception process (should we draft an exceptions sheet?)
- Do you have to have it? If so why and how are you going to provide an alternative
- Elements are: duration, plan for compliance, rationale, audience, potential risk, cost, interim solution, specific course, website and/or software
- Include granted or denied
- Attach any exception requests and list their current status as submitted, pending, or approved.

Purchased or Outsourced Content

For purchased/outsourced applications, services and content, please explain

     d. how accessibility evaluation or verification is included in your process of decision-making and procurement

e. your current or planned support to address the gap with inaccessible content or functions.

B. Enterprise Software (This should be boilerplate language from the University)
   a. It should be accessible, if not then the vendor needs to know that they are on the hook.

Strategic planning

Describe how your unit will improve content or training of faculty with regards to accessibility:

Year 1 (2014-15)
Year 2 (2015-16)
Year 3 (2016-17)
Year 4 (2017-18)
Year 5 (2018-19)

Resource Allocation/Investment

Describe the allocation and to what end it serves

How are these investments sustainable, or not?

List them and provide a description

Additional resources that help you support stakeholders (e.g. liaisons, faculty, staff or students) with regards to accessibility:

Any other things you are doing to enable carrying out the policy?

Future Needs

What resources would you like to see put into place to support your MAU in the future?

Additional Comments