Web Accessibility Checklist

Understanding the fundamental principles behind accessibility and how it can be achieved for your organization isn't rocket science. Based on W3C (The World Wide Web Consortium) recommendations, the following checklist provides a list of things organizations should consider doing when undertaking web accessibility efforts.

Initiate - Step 1 of 4

Get to Know the Basics
Deepening your knowledge of accessibility and why it is important is more vital than ever and much easier than you think. A good way to start is by searching online for introductory articles and videos on the subject to provide a foundation of knowledge to build upon.

Explore Your Current Environment
Undertake some basic checks to get an idea of your organization's current level of accessibility and identify any fundamental issues that need to be addressed. It is advisable to perform some easy checks to begin with before going onto complete a more robust assessment.

Set Objectives
Establish clear objectives designed to address any accessibility issues you have identified and establish a timeline for completion. At this stage, keep in mind that it is important to define how you are going to measure success.

Develop Business Case
To ensure that accessibility concerns are prioritized in your organization, develop a business case that clearly outlines its importance and the business benefits it brings. This can be used to persuade stakeholders to provide financial support that may not otherwise be forthcoming.

Raise Awareness & Gather Support
Communicate the importance of accessibility throughout your organization. A large number of people, in all kinds of roles, remain unaware that they too can have a positive impact on accessibility. Seek support for accessibility across your entire organization in order to ensure that its importance is understood and efforts to achieve it are sustained.

Plan - Step 2 of 4

Create Accessibility Policy
Capture your goals and define your targets by creating an accessibility policy that establishes the web accessibility standards you aim to conform to within a given timeframe.

Assign Responsibilities
Identify the key accessibility roles across your team and assign specific tasks to ensure all areas are covered and relevant standards are met.

Determine Budget and Resources
Determine your budget by identifying what resources will be required to successfully achieve your accessibility goals. Your budget should be supported by estimates of how your proposed changes will impact previously set targets and objectives, as well as what return on investment can be expected once they are implemented.

Review Environment
Take a look at all of your organization's tools, resources, and processes to understand their potential impact upon your accessibility efforts.

Review Websites
Perform a review of existing websites to identify a baseline for future work and identify potential issues to be avoided. Where possible, try to perform an assessment as early as possible to reduce the risk of being hampered by early design decisions that may be expensive and time consuming to change later on in the process.

Establish Monitoring & Communication Framework
In order to track your progress, it is important to establish a standardized way to monitor and report findings. Define milestones, assign responsibilities, and create clear escalation paths for any issues discovered. Regularly communicate your efforts, struggles, and victories to both internal and external stakeholders.

Take the First Step

Prioritizing accessibility is essential for modern digital experiences. Schedule a consultation with our experts to learn how Tactis can help you meet your digital goals while ensuring accessibility for all.

Todd Coen
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Implement - Step 3 of 4

Build Skill and Expertise
Provide training for key staff members in order to develop their accessibility skills and identify skills that should be added to your staff recruitment criteria.

Integrate Goals Into Policies
Ensure accessibility is a part of everyday practice by integrating your accessibility goals into your other procedures and policies, such as your recruitment policy and staff training procedure.

Assign Tasks and Support Delivery
Based on your overall objectives and individual responsibilities of your team members, assign tasks with clear time schedules and ensure the resources required to meet them are available.

Evaluate Early and Often
To reduce risk and cost, regularly evaluate accessibility throughout the design and development process so that issues can be discovered and fixed as early as possible.

Prioritize Issues
Prioritize high impact, easy-to-resolve issues first in order to demonstrate success and help build motivation in the team.
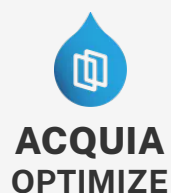
Track and Communication Progress
Maintain awareness and support by monitoring your progress and sharing the achievements and challenges you have met along the way.

Recommended Technology Stack

ACQUIA SITE STUDIO

Acquia Site Studio
Low-code, drag-and-drop interface for rapid development.

ACQUIA OPTIMIZE

Acquia Optimize
Weekly site scans to help optimize websites for a more accessible, inclusive, and compliant website experience.

Industry Awards

We have been awarded numerous "WEBBY" awards, 14 Interactive Media Awards (IMA), nine W3 Awards, 26 American Design Awards and a Gold Acquia Engage Award.

THE WEBBY AWARDS   GDUSA GRAPHIC DESIGN USA   W webaward   Davey AWARDS

Acquia Engage Awards   IMA   Clutch FIRMS THAT DELIVER

Sustain - Step 4 of 4

Monitor Websites
Monitor your websites for any changing content that could present accessibility issues and potentially introduce opportunities for improvement. As your website evolves and grows, make sure that regular accessibility reviews are carried out to reduce the risk of issues occuring and to understand what is causing issues to arise.

Engage with Stakeholders
Maintain ongoing engagement with stakeholders to ensure that they remain aware of accessibility issues and the benefits that your efforts have brought the organization to date.

Track Standards and Legislation
Ensure that you are meeting the latest requirements by keeping up to date with the current standards and regulations that apply to your industry.

Adapt to New Technologies
Track functionality changes for every new version of technology you support and take advantage of any additional accessibility support the new version might offer. Note that doing this may involve updating staff training or adding additional training.

Incorporate User Feedback
Identify areas that are in the most urgent need of attention and guide your improvement efforts by making it easy for users to submit feedback.

Benefits of Partnering with Tactis

- Accessibility compliance with M-23-22 and USWDS
- Enhance user experiences and increase engagement
- Improve operational efficiency and reduce costs
- Gain a trusted partner with extensive experience in federal digital transformation
- Ability to provide ongoing testing and improvements

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