**A picture containing text

Description automatically generatedAccessibility process**

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|  | **DISCOVERY** | **ALPHA** | **BETA** | **LIVE** |
| **DISCOVERY** | Identify user accessibility needs to ensure solution/technology developed is fit for purpose | Gather accessibility feedback on prototypes to ensure user needs are addressed | Allow users to try out the digital health software to test if accessibility needs are met | Ensure routine checking and compliance with accessibility requirements |
| **METHODS TOOLBOX** | * Workshops * Focus Groups * Interviews * Think Aloud walkthroughs to test accessibility of example sites/apps * Simple usability testing of sample sites to objectively check accessibility needs | * Workshops * Focus Groups * Interviews * Concept Testing * Wireframe Testing * Prototype Testing * User Polls and Surveys * A/B Testing * Card Sorting * 5 Second Testing * Tree Testing | * [Accessibility beta-test review questionnaire](https://www.dropbox.com/scl/fi/iftmidrlo1s7txrhjbu49/Accessibility-PPIE-Questions.docx?dl=0&rlkey=owbv69vb0u6kncuybwoz4fk2c) * Workshops * Focus Groups * Interviews | Ongoing accessibility reviews based on project-specific schedule |
| **RESOURCES FOR STAKEHOLDER ENGAGEMENT ABOUT ACCESSIBILITY** | * Core Accessibility Questionnaire * Additional accessibility needs of population from literature review (with support of research team) * [Mural Board for capturing accessibility needs](https://app.mural.co/invitation/mural/arcgm5340/1623686201172?sender=jessicabooth20155&key=6a01e24f-52de-4780-ab10-11780d871e75) | * Maze – for accessibility testing of prototypes * Marvel to show prototypes for feedback * Mural board to support workshop/focus group discussion | * WAVE scanning * Manual accessibility test plan | * WAVE scanning * Manual accessibility test plan |
| **PROJECT MANAGER** | * Ask research team, particularly the PPIE lead, about any specific known accessibility needs of the population prior to initial workshops and pass info to the designer ([Accessibility Research Team Questions](https://www.dropbox.com/scl/fi/2ctztktrrrn5nuxlbh4se/Accessibility-Research-Team-Questions.docx?dl=0&rlkey=5wauqcjlzflhrfwa6dqzpq4et)) * Encourage research team to recruit as diverse and broad a population as possible to ensure a range of accessibility needs can be considered * Advise designer on suitable methods to use in the PPIE workshops based on discussion with research team (e.g. in some cases Mural may not be an accessible tool to use) * Ensure project team circulate information to workshops/focus groups/interview participants about using Mural Board in advance ([Intro to Mural board](https://www.dropbox.com/scl/fi/qtb2sl43ltbfmveps2e4z/Mural-Introduction.docx?dl=0&rlkey=q20ivr6zbj856n2u7fo3mcosw)) * Facilitate/(co-facilitate with PPI Lead) workshops and interviews | * Ensure technologies used during workshop/discussion are accessible to participants. * Ensure project team notify participants about technology to be used during the workshop/focus group so that people are prepared. * [Accessibility statement](https://www.dropbox.com/scl/fi/gpdv8fgqi3j08h818fouq/Accessibility-Statement.docx?dl=0&rlkey=56a9eom1bafabq46ic8d16m1x) for inclusion in the platform (to be reviewed by designer) * Develop Mural board (if needed) to support stakeholder feedback. * Communicate and agree accessibility implementation plan with research team. * Prepare accessibility questions for beta-test | * Review prototypes and usability testing prior to stakeholder engagement and feed back to designers & developers so that tweaks can be made as needed * Review accessibility feedback and ensure any changes are discussed, prioritised and scheduled for implementation (if required) | Oversee compliance with accessibility reviews |
| **DESIGNER** | Add any identified accessibility needs to the core questionnaire | * Develop prototypes for feedback in compliance with WCAG2.1. Ensure sufficient colour contrast, descriptive labels, interactive elements identifiable, text size legible * Develop usability, prototype tests etc with Maze, Marvel to support stakeholder engagement activities | Tweak designs as/if agreed based on beta-test feedback | * Provide design oversight and support of any new accessibility standards or requirements * Ensure accessibility statement is kept current and relevant, as new standards emerge |
| **TECH LEAD  (in consultation with dev team)** | * Advise research team on feasibility of technical implementation if non-standard requirements are identified in literature or by research team * Advise designer on technical feasibility of any new/non-standard accessibility requirements emerging from stakeholder engagement | * Review prototypes and feed back to designer * Oversee technical feasibility of prototypes | Guide on prioritisation of accessibility tweaks identified in beta-test | Advise on newly emerging accessibility standards |
| **DEVELOPERS (working with designer)** | Work with tech lead as needed to determine technical feasibility of any non-standard accessibility requirements | * Input and review design prototypes to ensure technical feasibility of proposed designs * Raise any concerns around implementation with project manager and tech lead * Develop software in compliance with WCAG2.1 (AA) including accessibility markup, valid semantic markup and relevant UI controls used * Include accessibility statement in the software | Ensure any new software developed (including bug fixes) meets WCAG2.1 (AA) compliance including accessibility markup, valid semantic markup and relevant UI controls | Fix and support any accessibility bugs/new requirements as these are identified |
| **TESTER** |  | Develop manual accessibility tests based on any additional accessibility requirements identified and agreed for the project and add these as section to the System Test Plan | * Check that accessibility statement included * Run WAVE evaluation scan * Run additional manual accessibility test plan (as needed) | * Confirm accessibility statement included * Run WAVE evaluation scan * Run additional manual accessibility test plan (as needed) |