Prioritization Guide for Implementing IT Accessibility Solutions

To determine the priority to give a project, choose a response (high, medium, lower) for each of the questions under Factors for Consideration.

FACTORS for CONSIDERATION	HIGH PRIORITY	MEDIUM / PHASED PRIORITY	LOWER PRIORITY
Is it a new or existing activity?	**NEW** Examples: New purchase; IT / communications project; website, system, application	**EXISTING** Examples: Existing purchase; IT / communications project; website, system, application	**EXISTING** Examples: Existing purchase; IT / communications project; website, system, application
Is an update or revision planned?	**MAJOR UPDATE** Examples: Contract revision; website / system upgrade; migration to new service	**MINOR UPDATE** Examples: Contract revision, website / system upgrade	**NO UPDATE** No planned changes
Who's the audience?	**AUDIENCE** 1000 + Broad public Systemwide Students and prospective students	**AUDIENCE** 50 - 1000 Internal to a department, function/group, location	**AUDIENCE** 1 – 50 Internal to a department, function/group, location Known, unique audience
What's the implementation timeframe?	**IMPLEMENTATION TIMEFRAME** Project is in planning stage	**IMPLEMENTATION TIMEFRAME** Project is about to launch. High priority projects in this case may require a phased approach to achieving accessibility.	**IMPLEMENTATION TIMEFRAME** Already implemented.
Is an accessible vendor product available?	**ACCESSIBLE VENDOR PRODUCT** Available either off the shelf or as a customized solution	**ACCESSIBLE VENDOR PRODUCT** Not available – alternative solutions or phased approach may work	**ACCESSIBLE VENDOR PRODUCT** Not available
Are effective, "best practice," alternative solutions available to address accessibility?	**ALTERNATIVE SOLUTION** Not available (e.g., a text only site is not considered an effective, alternative solution)	**ALTERNATIVE SOLUTION** Available – can consider phased approach	**ALTERNATIVE SOLUTION** Available
Has someone submitted a request for accommodation?	**ACCOMMODATION REQUEST** Submitted and approved. Submitted by member of the public for a public activity.	**ACCOMMODATION REQUEST** Submitted by multiple people but denied. The number of requests may warrant more attention.	**ACCOMMODATION REQUEST** Submitted but denied

Sample considerations:

High Priority
- New project in the planning stage that is intended for use/access by the public.
- New backend, transactional system intended for use by 250 staff members around the UC system. Because it's a new system, it needs to be accessible to provide equal opportunity for those jobs.

Medium / Phased Priority
- New project intended for use/access by a public or systemwide audience, but unfortunately no planning was done to address accessibility. This is still a high priority for accessibility, given the audience, but realistically it may be necessary to do a limited fix for accessibility in order to launch, and to develop a remediation plan with a deadline for retrofitting the project.

Lower Priority
- An existing, back-end system that only a few staff members use, none of whom have a current accessibility need.