

Web Accessibility Risk Assessment

<Insert Project Name>

This document is a mandatory artefact for all projects.

All systems that will be accessible via the University of Melbourne web will need to satisfy the requirements of the ITS Gate 2 (Business Case) checklist before the project can proceed to implementation.

If the answer to any of these questions is "Yes", then your project will require an Accessibility review.

For more information on the specific effort required, contact the Web Accessibility Program Leader, Andrew Normand.

| # | Assessment Question | Yes | No |
| --- | --- | --- | --- |
| 1 | Will the project implement a system or modify an existing system that will be accessible to prospective students via the web? |  |  |
| 2 | Will the project implement a system or modify an existing system that will be accessible to existing students via the web? |  |  |
| 3 | Will the project implement a system or modify an existing system that will be accessible to staff via the web? |  |  |
| 4 | Will the project implement a system or modify an existing system that will be accessible to the external community via the web? |  |  |
| 5 | Does the project involve the procurement of software, with a web interface, created by a third party? |  |  |
| 6 | Does the project involve designing and developing software that will have a web interface? |  |  |
| 7 | Will the services of a third party be used to deliver systems or services that will be accessible via the web? |  |  |
| 8 | Does the project involve a system that will allow users to generate web content? |  |  |
| 9 | Will the project implement a system that is accessible from mobile devices such as tablet computers, smart phones etc? |  |  |

If you answered yes to any of the above questions please complete the following:

| # | Additional information |
| --- | --- |
| 1 | How many users will have access to the system? |
| 2 | How many users will access the system on a daily basis? |
| 3 | Will the system be used, by potential students, when seeking admission, or applying for enrolment, at the University? |
| 4 | Will the system affect the ability of current students to participate in courses and programs, or use facilities offered by the University? |
| 5 | Will the system affect the ability of academic or professional staff to perform their job or access goods, services or facilities offered by the University? |
| 6 | Will the system affect the ability of the external community to access goods, services or facilities offered by the University? |
| 7 | Who is the business owner, project sponsor or stakeholder who is responsible for ensuring that the system is accessible to users? |

Template control

| Template Name | Location |
| --- | --- |
| Web Accessibility Risk Assessment | ITS>Projects>Project Toolbox>Templates, Guides and Tools |

Template Approvals

| Version No. | Approval Date | Approval type | Approver | Title | Signature/Email ref |
| --- | --- | --- | --- | --- | --- |
| 100 | 29 Feb 2012 | ITS Release | A Normand | Web Accessibility Program Leader | 29 Feb 2012 |
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Version & Review history

| Version No. | Review Date | Review Type | Reviewer | Title | Comments |
| --- | --- | --- | --- | --- | --- |
| 001 |  | Stakeholder | T Lynn | Assistant PMO Manager |  |
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