Web Accessibility:
responsibilities by project role

PRODUCT OWNER:

PROJECT MANAGER:

VISUAL DESIGNER:

UX / INTERACTION DESIGNER:

DEVELOPER:

CONTENT EDITOR:

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PRODUCT OWNER

1. **Include accessibility as a project requirement**
Test: Accessibility included in requirements documentation

PROJECT MANAGER

1. **Assign responsibilities to project team members**
Test: Write names next to roles on this sheet

2. **Add accessibility tasks to the product backlog**
Test: Tasks been added to project tracking software

3. **Monitor progress and report**
Test: Reporting to stakeholders about accessiblity work

VISUAL DESIGNER

1. **Provide contrast between text and background** [1.4.3]
Test: Use the Color Contrast Analyzer (CCA) to check 4.5:1 ratio

2. **Provide contrast between components and background** [1.4.11]
Test: Use the Color Contrast Analyzer (CCA) to check 3:1 ratio

3. **Don't use colour alone to distinguish links from body text** [1.4.1]
Test: Links are underlined or clearly distinguished from body text

4. **Give an indication of keyboard focus** [2.4.7]
Test: Style guide shows focussed state of tabs, buttons and links

5. **Keep navigation and presentation consistent** [3.2.3 / 3.2.4]
Test: Navigation items and components are used consistently

6. **Allow both portrait and landscape orientation** [1.3.4]
Test: Style guide shows both portrait and landscape designs

7. **Avoid distractions**
Test: Are users encouraged to maintain momentum?

UX / INTERACTION DESIGNER

1. **Allow users to pause, stop, or mute audio** [1.4.2]
Test: Are there buttons for controlling audio?

2. **Let users extend time limits** [2.2.1]
Test: Do users receive a warning message before timeout?

3. **Allow pausing of animations** [2.2.2]
Test: Do animations have a pause button or stop automatically?

4. **Avoid content that flashes** [2.3.1]
Test: Is there visual content that changes 4 times per second?

5. **Group related content: banner, main, footer** [2.4.1]
Test: Is navigation clearly separated from content?

6. **Content displayed on hover can be controlled** [3.2.1 / 1.4.13]
Test: Tab through the page. Do pop-ups obscure your view?

7. **Avoid surprise changes when inputting information** [3.2.2]
Test: Are submit buttons provided for input fields?

8. **Allow text resizing and spacing** [1.4.4 / 1.4.10 / 1.4.12]
Test: Press CTRL + Plus (+) eight times. Press CTRL + 0 to reset.

9. **Make navigation order of links and forms logical** [2.4.3]
Test: Check order by tabbing through page from top to bottom

10. **Provide an index, sitemap or site search** [2.4.5]
Test: Is there a link to an index, sitemap or search?

11. **Make each page navigable by keyboard alone** [2.1.1]
Test: Can you complete all tasks without using a mouse?

12. **Don't trap the keyboard** [2.1.2]
Test: Can you tab through the entire page?

13. **Mobile: Provide alternatives to multipoint gestures** [2.5.1]
Test: Can you operate the device using one finger?

14. **Mobile: Provide alternatives to motion actuation** [2.5.4]
Test: Can you operate the device without tilt and shake?

DEVELOPER

1. **Use heading tags, table headings and lists** [1.3.1]
Test: Use the a11y-outline bookmarket for Chrome/Firefox

2. **Present content in a meaningful sequence** [1.3.2]
Test: Does the DOM order match the visual order?

3. **Allow autocomplete by specifying input field types** [1.3.5]
Test: Do suitable input fields have an input type specified?

4. **Identify input formats for form fields** [3.3.1]
Example: Date of birth (dd/mm/yyyy)

5. **Clearly identify input roles and errors** [3.3.3]
Test: Do form inputs have ARIA roles and error messages?

6. **Use labels, fieldsets and legends in forms** [3.3.2]
Test: Use the Siteimprove plugin for Chrome

7. **Make sure visible labels match accessible names** [2.5.3]
Test: Do text labels match the component's name property?

8. **Allow users to confirm / reverse changes to data** [3.3.4]
Test: Are users asked to confirm changes to important data?

9. **Identify the language of the page** [3.1.1 / 3.1.2]
Test: Does the <html> tag include a lang attribute?

10. **Use valid HTML and avoid duplicate IDs** [4.1.1]
Test: Use axe-core accessibility engine to automate testing

11. **Provide names and roles for all components** [4.1.2]
Test: Use the Siteimprove plugin for Chrome

12. **Keyboard shortcuts can be turned off** [2.1.4]
Test: Can users disable character key shortcuts?

13. **Activate functions on mouseup, not mousedown** [2.5.2]
Test: Does release outside a target cancel the click action?

14. **Inform assistive technologies of changes to content** [4.1.3]
Test: Use NVDA with Focus Highlight plugin to track focus

CONTENT EDITOR

1. **Add alt text to images** [1.1.1]
Test: What does the image convey? Is it decorative?

2. **Don't use images of text** [1.4.5]
Test: Can you select all text with a mouse?

3. **Add labels to form fields** [2.4.6]
Test: Does each input have a label above or beside it?

4. **Add transcripts to audio** [1.2.1]
Test: How will a deaf person access the audio content?

5. **Add captions to video** [1.2.2 / 1.2.4]
Test: Will a deaf / non-native speaker understand?

6. **Describe silent content in videos** [1.2.3 / 1.2.5]
Test: How will blind users know what is happening?

7. **Don't make instructions reliant on vision** [1.3.3]
Example: Don't say 'Click on top right of screen'

8. **Add a meaningful page title** [2.4.2]
Test: Is each page title concise and unique?

9. **Avoid 'click here' link text** [2.4.4]
Test: Does link text match the title of the target page?

10. **Add informative headings** [2.4.6]
Test: Do the headings alone describe the page content?

11. **Avoid jargon** [3.1.3]
Test: Does the web site use plain English?

INSTRUCTIONS

1. Project Manager assigns responsibilities to project team
2. Team members check each item
   Tip: numbers in brackets refer to WCAG 2.1 Success Criteria
   https://www.w3.org/WAI/WCAG21/quickref
3. Team members fix problems and report on progress
4. Project Manager reports to stakeholders

! Common accessibility problems