Accessibility Project Checklist

> ℹ️ This is a checklist to track **accessibility** and **usability activities** for your project across the lifecycle. The activities below are broken down by phase of the [Design Double Diamond Process](#).
>
> To use this checklist, **make a copy** in your workspace. You can click the "..." button in the upper right corner and click "Copy". Then select the space for your project, and paste the copy of this checklist into your workspace.
>
> For each stage, **document the responsible person** by using the "@" symbol for each task, and **link to the evidence or documents created** in each stage by either adding the hyperlink or uploading the file into the evidence column.
>
> When each task is done, check the box in the first column and add the date the work was completed.
>
> For more information about how to complete each of these tasks below, including tutorials and other resources, please see these 🗒️ [A11y Project Planning Resources](#).

Planning Stage

Plan for accessibility activities in your roadmap

☐ Date Completed	Required or Recommended	Task	Task Type	Assigned To	Evidence or Associated Documents
☐	REQUIRED	Look at your **product roadmap** in **Jira** or wherever it's stored. Make sure that the activities in this checklist and in the [Software Delivery Lifecycle](#) are in the project timeline as key activities.	Product Management		
☐	REQUIRED	**Get familiar** with the [Accessibility Acceptance Criteria](#) and [Definition of](#)	Engineering		

		Done and **understand** the System Requirements for final release.			
☐	RECOMME...	**Get familiar** with the Web Content Accessibility Guidelines, which are used across many countries as the legal requirement for accessible software.	All Team		

Stage A: Discover

Part 1: Evaluate and critique the existing experience

> ⓘ If your feature is new and does not have an existing experience in Dayforce, you can proceed to the next table, and mark these tasks as N/A.

☐ Date Completed	Required or Recommended	Task	Task Type	Assigned To	Evidence or Associated Documents
☐	REQUIRED	**Track design and accessibility tasks** in Jira sprints, and **designate a place to save findings** and insights.	Product Management		
☐	REQUIRED	Run an **accessibility scan** of the existing experience to find accessibility issues. We recommend the WAVE Browser Plugin as a starting point. Here are some other Digital Accessibility Testing Tools we recommend.	Engineering		
☐	REQUIRED	Search the Dovetail Research Repository to **see if any research** on your module **has already been performed.**	Design		

☐	RECOMME…	Perform a [Heuristic Evaluation](#) of the existing experience using the [Nielsen Norman 10 Heuristics](#).	Design		
☐	RECOMME…	Walk through the [Accessibility Scorecard for Designers](#) to **evaluate the current experience**.	Design		
☐	RECOMME…	Perform an [Accessibility Walkthrough Evaluation](#) to **assess** the **current accessibility** of the module or feature, **walking through the core tasks** to make sure they are accessible to [keyboard only users](#), [low color vision users](#), and [low vision users](#).	Design		
☐	RECOMME…	Perform **usability testing** with real users to identify current issues. Try to **include at least one user who identifies as having a disability** in every test. We recommend [UserTesting](#) for reaching a wider audience of users, and [Fable](#) for reaching assistive technology users.	Design		
☐	RECOMME…	Sign up for [Accessibility Research Office Hours](#) for help in planning and conducting **evaluative accessibility research.**	Design		
☐	RECOMME…	**Attend** the [Web Accessibility Office Hours](#) to ask questions and gather feedback. **Attend** the [Mobile Accessibility Office Hours](#) for assistance with **mobile device** accessibility questions.	All Roles		

Part 2: Gather inclusive user needs

Date Completed	Required or Recommended	Task	Task Type	Assigned To	Evidence or Associated Documents
☐	REQUIRED	Search the [Dovetail Research Repository](#) to **see if any research** on your **target user group** has already been performed.	Design		
☐	REQUIRED	**Learn** about the [Types of Disabilities](#) and how they might impact how users interact with your feature.	Design		
☐	REQUIRED	Read and familiarize yourself with **research-informed personas,** especially if you don't have time or budget to run your own research. For **Ceridian-created personas**, we recommend these [Research-Based User Personas](#) created by the Ceridian Design and Research Teams. For **accessibility-specific personas**, we recommend the [Accessibility Personas](#) by Gov.UK and the [Stories of Web Users](#) by the W3C.	Design		
☐	REQUIRED	**Learn** about the types of [Assistive Technologies](#) to design for.	Design		
☐	RECOMME...	Sign up for [Accessibility Research Office Hours](#) for help in planning and conducting **generative and discovery accessibility research.**	All Roles		
☐	RECOMME...	**Attend** the [Web Accessibility Office Hours](#) to ask questions and gather feedback.	All Roles		

		Attend the [Mobile Accessibility Office Hours](#) for assistance with **mobile device** accessibility questions.			
☐	RECOMME...	**Conduct user interviews** from a wide variety of user groups (age, race, disability status, gender, gender identity, ethnicity, country or location, etc). We recommend [UserTesting](#)for reaching a wider audience of users, and [Fable](#) for reaching assistive technology users.	Design		
☐	RECOMME...	Perform a [Competitive Analysis](#) of **industry examples** of accessible features and products for inspiration.	Design		

Stage B: Define

☐ Date Completed	Required or Recommended	Task	Task Type	Assigned To	Evidence or Associated Documents
☐	REQUIRED	**Add** the [Accessibility Acceptance Criteria](#) to the **Jira stories** for each **component**.	Product Management		
☐	REQUIRED	**Add** the [Definition of Done](#) to your **Jira project** files.	Product Management		
☐	REQUIRED	**Add** the [System Requirements](#) to your **Jira project** files.	Product Management		

☐	REQUIRED	Use the findings from the discovery phase to build a set of **inclusive product requirements**. Make sure to highlight inclusive use cases in your **core user stories** using information gathered from the **personas** and other **discovery research.**	Product Management		
☐	REQUIRED	**Document any additional flows** that will need to be designed for assistive technology users and users with disabilities as **stories** in Jira.	Product Management		
☐	REQUIRED	**Create** a **space** in the **designs** and **handoff files** for where you will annotate relevant accessibility requirements. We recommend the Include Accessibility Annotations Figma Tool for annotating designs.	Design		
☐	RECOMME...	**Attend** the Web Accessibility Office Hours to ask questions and gather feedback. **Attend** the Mobile Accessibility Office Hours for assistance with **mobile device** accessibility questions.	All Roles		

Stage C: Design and Develop

☐ Date Completed	Required or Recommended	Task	Task Type	Assigned To	Evidence or Associated Documents

☐	REQUIRED	**Set aside time** or sprints **for testing accessibility** in Jira.	Product Management		
☐	REQUIRED	**Test your designs for color contrast.** We recommend this [Figma Contrast Tool](#).	Design		
☐	REQUIRED	**Document** and **review** the **annotations**, **flow** and other information that developers will need at **handoff**.	Design		
☐	REQUIRED	**Share test environment** with those who will be testing and evaluating, including **user login credentials** when applicable, such as for usability testing or QA testing.	Product Management or Development		
☐	RECOMME...	**Attend** the [Web Accessibility Office Hours](#) to ask questions and gather feedback. **Attend** the [Mobile Accessibility Office Hours](#) for assistance with **mobile device** accessibility questions.	All Roles		
☐	RECOMME...	Ask about **accessibility** at regular [Design Critiques](#) and **design reviews.** Highlight and advocate accessibility design considerations and remind the reviewer of any future plans on meeting compliance.	All Roles		
☐	RECOMME...	**Test your coded designs** with [Fable](#) to make sure assistive technology users can use the feature, and **refine the design** based on the results.	Design or Engineering		
☐	RECOMME...	**Test** your **designs with users** in [UserTesting](#) and **refine** based on feedback.	Design		

		Make sure to involve at least 1-2 users in each round of testing who identify as having a disability. We recommend using this [Guide for Screening and Conducting Studies with Disabled Users](#).			
☐	RECOMME...	Sign up for [Accessibility Research Office Hours](#) for help in planning and conducting **usability testing** and other studies during this phase.	Design		
☐	RECOMME...	Walk through the [Accessibility Scorecard for Designers](#) to **evaluate your designs**.	Design		
☐	RECOMME...	Perform an [Accessibility Walkthrough Evaluation](#) to **assess** the **accessibility** of your designs, **walking through the core tasks** to make sure they are accessible to [keyboard only users](#), [low color vision users](#), and [low vision users](#).	Design or QA		

Stage D: Deliver

☐ Date Completed	Required or Recommended	Task	Task Type	Assigned To	Evidence or Associated Documents
☐	REQUIRED	**Review and clarify** the annotations, flow and other **handoff information** with design.	Engineering		
☐	REQUIRED	Perform **accessibility scans** on all code before launch, and **remediate** all **critical**	QA		

☐		and **severe** accessibility issues before pushing to production. Here are some [Digital Accessibility Testing Tools](#) we recommend.			
☐	REQUIRED	Add **accessibility scans** to your Maintenance & Operations (post-release) bug tracking planning	Product Management or QA		
☐	RECOMME...	**Plan** for **how you will collect feedback** and data on usage, accessibility and usability after launch.	Product Management or QA		