

ISO/IEC JTC 1 Special Working Group on Accessibility (SWG-A)

JTC 1 SWG-A N 274

2007-06-06

Replaces: SWG-A N 262

Title: **SWG-A Project Plan**

Source: Ken Salaets, Project Plan Editor

Due Date:

**Requested
Action:**

The call for comments (SWG-A N 262) on the updated SWG-A project plan from the April 2007 Hamar meeting closed without response. This is the updated SWG-A project plan.

JTC 1 SWG on Accessibility Secretariat
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ITEM #	TASK NAME	START DATE	FINISH DATE	COMPLETION DATE	RES #	GROUP	DOC #
Phase 1	Preparatory Work	19-Sep-05	30-Dec-05				
2	Revise User Needs Summary	19-Sep-05	15-Nov-05	21-Mar-06	05 Tok Res 17A	AHG4	N122
3	Map User Needs Summary to Technology Domains	19-Sep-05	30-Nov-05	24-Feb-06	Tok Res17C	AHG6	N120
4	Develop introduction to User Needs Summary	19-Sep-05	30-Nov-05	20-Sep-06	Tok Res 17C	AHG5	N209
5	Create an inventory of known standards relevant to the trial domain.	19-Sep-05	30-Nov-05	27-Feb-06	Tok Res 13C	AHG3	N123
6	Review the list of standards and determine which may/may not require substantive interaction with the sdo in order to input it into the matrix.	19-Sep-05	30-Nov-05	27-Feb-06	Tok Res 13C	AHG3	N123
7	Develop list of target SDOs	19-Sep-05	30-Nov-05	Completed	Tok Res 2	Sec	N133
8	Develop a user guide for organizations wanting to input information about specifications into the standards inventory and develop a script or invitation for engaging them and making them aware of the SWG and its work.	19-Sep-05	30-Nov-05	24-Feb-06	Tok Res 13B	AHG2	N114
10	Restructure Gap Analysis Model	19-Sep-05	30-Dec-05	Completed	Tok Res 12	AHG1	N129, 131, 132 breakout doc 3
11	Determine the criteria for assessing whether the Accessibility Standards Inventory is mature enough to be used in the gap analysis	19-Sep-05	30-Dec-05	Completed	Tok Res 13A	AHG1	N128
12	Define 'appropriate' for use in recommending where new standards work might be performed, as per SWG Objective 4	19-Sep-05	30-Dec-05	Completed	Tok Res 13A	AHG1	N128
13	Establish EC Dialogue	19-Sep-05	30-Dec-05	18-Sep-06	Tok Res 3	SWG-A	
14	Update Project Plan	19-Sep-05	30-Dec-05	Completed	Tok Res 9	Project Plan Editor	Doc N148
15	Create more accessible SWG-A website	20-Sep-05	30-Dec-05	Completed	Tok Res 7	SEC	www.jtc1access.org
16	Create reference document section on SWG-A website	19-Sep-05	30-Dec-05	March 2006	Tok Res 15	TG1	
17	Explore mechanisms to foster participation	19-Sep-05	30-Dec-05	Ongoing	Tok Res 18	AHG7	
18	Request input on JTC 1 NP Ballot form	19-Sep-05	30-Dec-05	Completed	Tok Res 21	SWG-A	N158
19	Create User Needs Informative Index of feedback providers	1-Dec-05	30-Dec-05	Completed	Tok Res 14	AHG5	
Phase 2	Data Collection	1-Dec-05	21-Feb-06				
21	Request input on Standards Profiling	1-Dec-05	21-Feb-06	Completed	Tok Res 19	AHG3	N119 and revised version
22	Request NB and other organization contributions to	1-Dec-05	21-Feb-06	Incomplete - will be done during		AHG2	

	identify areas/technologies where standards are not being addressed, as per SWG Objective 4			comment period (see 33)			
23	Request NB and other organization contributions to suggest appropriate bodies to consider new work where standards are not being addressed, as per SWG Objective 4.	1-Dec-05	21-Feb-06	Incomplete - will be done during Comment period (see 33)		AHG2	
24	Input more structured and detailed information related to the known standards into the Accessibility Standards Inventory	1-Dec-05	21-Feb-06	Incomplete - will be done during comment period (see 33)	Tok Res 19	AHG3	
25	Apply metrics to determine whether the Accessibility Standards Inventory is mature enough to be used in the gap analysis	13-Feb-06	21-Feb-06	Completed		AHG3 & AHG1	N128
Phase 3							
Phase 3	Trial Analysis	17-Mar-06	21-Mar-06				
27	Perform Trial Analysis	17-Mar-06	21-Mar-06	<i>Ongoing</i>		SWG-A	N131, N132, N136
28	Conduct TG1 meeting with remote participation	17-Mar-06	21-Mar-06	Completed		SWG-A	
29	Review the trial gap analysis.	17-Mar-06	21-Mar-06	Superseded by Item 63		SWG-A	
30	Revise the data collection and analysis process as needed	17-Mar-06	21-Mar-06	<i>Ongoing</i>		SWG-A	
31	Determine how to expand the data collection and analysis to additional technology domains and incorporate into the project plan	17-Mar-06	21-Mar-06	28-Mar-06		SWG-A	N153
32	Determine when and how to make the results of the initial trial available to the public	17-Mar-06	21-Mar-06	Completed		SWG-A	N220
33	Public Comment	28-Mar-06	28-April-06	Completed		SWG-A	
Phase 4a							
Phase 4a	Prep for Expanded Gap Analysis 1	28-Mar-06	1-June-06				
34	Provide summary of Guide 71 "Lessons Learned" to ISO	28-Mar-06	1-June-06	Completed		AHG4	
35	Finalize the outreach presentation	28-Mar-06	15-April-06	22-Sep-06		AHG8	N140
36	Produce the matrix of committees individual SWG-A participants are involved in and to whom they can give presentations	28-Mar-06	15-June-06	Ongoing		AHG8	
37	Investigate ability to capture clauses and post on the website	22-Sept-0606	01-Dec-06			Convener	
38	Map the User Needs Summary reference discussion in N143	28-Mar-06	28-April-06	Completed		AHG4	N143
39	Revise the User Needs summary		28-Mar-06	Completed		AHG4	N212
40	Update introduction to & draft instructions for User Needs Summary	28-Mar-06	15-April-06	Completed		AHG5	N209
41	Update invitation to review User Needs Summary	28-Mar-06	15-April-06	Completed		AHG7	N179
42	Distribute for comment the User Needs summary	28-Mar-06	28-April-06	Completed		AHG4 Sec	N147
43	Distribute for comment the Update introduction to & draft instructions for User Needs Summary	16-April-06	16-May-06	Completed		Sec	N146, N163
44	Distribute for comment the invitation to review User Needs Summary	16-April-06	16-May-06	Completed		Sec	N163
45	Resolve comments on and prepare for distribution the final Update introduction to & draft instructions for	17-May-06	1-June-06	Completed		AHG5	

	User Needs Summary						
46	Resolve comments on User Needs Summary	29-April-06	17-May-06	Completed		AHG4	
47	Resolve comments on and prepare for distribution the final invitation to review User Needs Summary	17-May-06	1-June-06	Completed		AHG7	N198
Phase 4b	Expanded Gap Analysis 1	28-Mar-06	30-Aug-06				
48	Call for contributions to apply additional standards to test the model (90/10 Problem)	28-Mar-06	28-April-06	<i>Ongoing</i>		TG2 SEC	
49	Collate feedback when responses come in regarding the inventory	28-Mar-06		22-Sep-06		AHG3	N211
50	Make initial contact with the best possible and most knowledgeable person at the SDOs	28-Mar-06	28-April-06			AHG3	
51	Create an inventory of known standards (application software) using prioritization criteria	28-Mar-06	28-May-06	Completed		AHG3	N142
52	Create an inventory of known standards (communications) using prioritization criteria	28-Mar-06	28-May-06	Completed		AHG3	
53	Create an inventory of known standards (public access terminals) using prioritization criteria	28-Mar-06	28-May-06	Completed		AHG3	
54	Create an inventory of known standards (consumer electronics) using prioritization criteria	28-Mar-06	28-May-06	Completed		AHG3	
55	Post finished work to NBs	17-Aug-06	17-Aug-06	Completed		Sec	
56	Post comments and additional contributions for work at Brussels meeting	30-Aug-06	30-Aug-06	Completed		Sec	
Phase 5	Review & Finalize Expanded Gap Analysis 1 (Brussels SWG-A)	18-Sep-06	22-Sep-06			SWG-A	
57	Review the Expanded Gap Analysis 1	18-Sep-06	22-Sep-06	22-Sep-06		SWG-A	N207
58	Revise the data collection and analysis process as needed.	18-Sep-06	22-Sep-06	22-Sep-06		SWG-A	
59	Determine how to expand the data collection and analysis to additional technology domains and incorporate into the project plan	18-Sep-06	22-Sep-06	Completed		SWG-A	
60	Deliver Work Product (PC hardware standards mapping, expanded standards inventory , etc.) to JTC1 Plenary	13-Oct-06	13-Oct-06	Completed		Sec	N211
Phase 6a	Standards Mapping to User Needs	19-Sep-06					
61	Perform user needs mapping on example standards	22-Sep-06	15-Dec-06		Bru Res 6	AHG9	
	Confirm Guide 71 (Snow-Weaver)			25-Apr-07			
	Confirm 9241-20 (Snow-Weaver, Yamada)			30-Oct-06			N227
	Confirm 9241-171 (Carter, Vanderheiden)			Ongoing			
	Section 508 (Li)			Completed			N136
	Section 255 (Vanderheiden)			Ongoing			
	WCAG 2.0 (Brewer)			Ongoing (on current draft)			
	UAAG 1.0 (Brewer)			Pending confirmation			
	ATAG 2.0 (Brewer)			Pending confirmation			
	Individualized Adaptability and Accessibility for Learning, Education and Training - ISO/IEC 24751 Parts 1, 2 and 3 (Heath)			Ongoing			

	FSG Keyboard I/O (Sajka)			Pending (completion projected in May)			
	FSG AT SPI specification (Sajka)			Pending (completion projected in May)			
	ITU-T F.700 (Auber)			Ongoing			
	ITU-T E.135 (Auber)			Ongoing			
	EN1332-4 (Gill)			Completed			
	JISX 8341-5 (Nomura)		24-Apr-07	Completed			N252
62	Perform first pass gap analysis based on sample user needs mapping (Li)	16-Dec-06	31-Dec-06	Pending	Bru Res 6	AHG9	
63	Confirm first pass gap analysis	1-Jan-07	31-Jan-07	Pending	Bru Res 6	AHG9	
64	Create introduction to and draft instructions for standards mapping to User Needs Summary Version 1.0	22-Sep-06	31-Dec-06	Completed		AHG9	N242
65	Issue call for additional participants on AHG9	22-Sep-06	2-Oct-06	Completed	Bru Res 6	Sec	N221
66	Request that SWGA encourage JTC1 to make the organisation web site accessible	22-Sep-06	30-Nov-06	Completed	Bru Res 24	AHG12	N225, N231
67	Create a tool to help aggregate reference materials submitted by and to the SWGA (Laughton)	22-Sep-06	Ongoing	Completed	Bru Res 15	AHG11	
68	Submit User Needs Summary Version 1.0 to JTC1 for use by SWGA TG2, SDOs, User Groups and other interested parties.	22-Sep-06	30-Sep-06	Completed	Bru Res 12	SWG-A	N212
69	User Needs Ad Hoc to maintain User Need Summary Version 1.0 (Snow-Weaver/leader, Li, Vanderheiden, Albin, Nomura, Takemura)	22-Sep-06	Ongoing	Ongoing	Bru Res 14	AHG10	N212
Phase 6b	Outreach to SDOs and User Groups	22-Sep-06				AHG8	
70	Issue call for additional participation	22-Sep-06	6-Nov-06	Completed		Sec	N220
71	Identify SDOs and user organisations	22-Sep-06		Completed		SWG-A	
72	Create Outreach Matrix identifying SWG-A member affiliation with SDOs	22-Sep-06	12-Oct-06	Ongoing	Bru Res 21, 23	AHG8	
73	Develop and continually update communication presentations and materials regarding availability of SWG-A resources	22-Sep-06	Ongoing		Bru Res 7, 21	AHG8	N214
74	Establish a Category C Liaison with the U.S. Telecommunications and Electronic and Information Technology Advisory Committee (TEITAC)	18 Sep-06	17-Nov-06	Completed	Bru Res 2	SWG-A	N190, N231
75	Include meaningful file names for all SWG-A documents, and consider creating a alternative document register using shorter titles	22-Sep-06		Completed	Bru Res 27	Sec	Multiple
76	Distribute for review, and update, the Project Plan	22-Sep-06	22-Oct-06	Completed	Bru Res 25	SWG-A	N215
Phase 7	SWG-A Response to JTC 1 Banff Resolution 19	27-Apr-07	7-Sept-07				
	Prepare and circulate draft response for SWG-A review and comment	15-May-07	15-Jun-07		Ham Res 5	Convener, SWG-A	
	Collate comments and prepare submission for JTC1 Plenary	TBD	TBD			Sec	
Phase 8	Creation of Technical Report of Type 3 entitled "Information Technology: Accessibility Considerations for People with Disabilities"	27-Apr-07	7-Sept-07			SWG-A	N254
	Distribute potential changes to User Needs Summary	1-May-07	1-Jun-07		Ham Res 10	Sec	N260

	Version 1.1 to SWG-A for 30-day review and comment						
	SWG-A to meet via conference call on 9 July 2007 to consider comments, if any, regarding potential changes to User Needs Summary Version 1.1	9-Jul-07	9-Jul-07				
	Reformat User Needs Summary for submission to JTC1 as Technical Report Part 1 (Carter, Snow-Weaver)	1-Jun-07	16-Jul-07		Ham Res 20	SWG-A	
	Distribute potential changes to Accessibility Standards Inventory Version 2.0 to SWG-A for 30-day review and comment	1-May-07	1-Jun-07		Ham Res 15	Sec	N261
	SWG-A to meet via conference call on 9 July 2007 to consider comments, if any, regarding potential changes to Accessibility Standards Inventory Version 2.0	9-Jul-07	9-Jul-07				
	Reformat Accessibility Standards Inventory for submission to JTC1 as Technical Report Part 2 (Carter, Li)	1-Jun-07	16-Jul-07		Ham Res 21	SWG-A	
	Distribute the updated version of the Guidance for User Needs Mapping (Version 0.3) to SWG-A for 30-day review and comment.	1-May-07	1-Jun-07		Ham Res 16	Sec	N257
	SWG-A to meet via conference call on 9 July 2007 to consider comments, in any, regarding the updated version of the Guidance for User Needs Mapping	9-Jul-07	9-Jul-07				
	Reformat document entitled "Guidance on User Needs Mapping" for submission as Technical Report Part 3 (Carter, Li)	1-Jun-07	16-Jul-07		Ham Res 22	SWG-A	
	Distribute for 30-day input the Request for Reference Materials for the User Needs Summary and the Template for Reference Materials for User Needs Summary to identify additional references for use with User Needs Summary Version 1.1; review responses and compile into a revised version of the Reference Materials for User Needs Summary	27-Apr-07	30-Jun-07		Ham Res 14	Sec, AHG11	N255, N256
	SWG-A to meet via conference call on 29 August 2007 to approve Draft Technical Report	29-Aug-07	29-Aug-07				
	Prepare and submit a report to the October 2007 JTC 1 Plenary with the Draft Technical Report and request JTC 1 to initiate the ballot process for approval as a multi-part Technical Report Type 3.	7-Sep-07	7-Sep-07		Ham Res 23	SWG-A	
Phase 9							
	Provide outreach and guidance to the identified ISO and IEC staff in making the web sites for JTC 1 and its Subcommittees accessible and to encourage the member NBs to make their web sites accessible.	27-Apr-07	Ongoing		Ham Res 25	AHG12	
	Update and distribute revised SWG-A Project Plan for 30-day review and comment (Salaets)	1-May-07	1-Jun-07		Ham Res 26	SWG-A	N262
	Outstanding User Needs mappings to be completed and submitted to SWG-A Secretariat	27-Apr-07	8-Jun-07		Ham Res 17	SWG-A	