# ADA Title II Compliance Work Plan Template

This work plan template is designed to guide community and technical colleges in ensuring compliance with the ADA Title II rules for web content and mobile app accessibility. The plan includes key activities, responsible parties, timelines, and resources required to meet the WCAG 2.1, Level AA standards by the April 2026 deadline.

## 1. Establish a Compliance Task Force

Identify key stakeholders, including IT staff, faculty, student services, and disability services, to form a task force responsible for overseeing ADA Title II compliance.

## 2. Conduct an Accessibility Audit

Evaluate existing web content, mobile apps, and digital resources to identify accessibility gaps. Prioritize content and services critical to students and staff.

## 3. Develop an Action Plan

Based on the audit results, create a detailed action plan outlining steps to address accessibility issues. Include timelines, resources needed, and responsible parties.

## 4. Implement Accessibility Improvements

Start with high-priority items and gradually work through the action plan. Ensure all new content and apps meet WCAG 2.1, Level AA standards from the date of creation.

## 5. Provide Training and Resources

Offer training for faculty and staff on accessibility best practices and tools. Provide resources to support accessible content creation and maintenance.

## 6. Monitor and Review Progress

Regularly review progress towards compliance. Adjust the action plan as needed to address new challenges or changes in guidelines.

## 7. Document Compliance Efforts

Keep detailed records of all compliance activities, including audits, improvements, and training sessions. Documenting efforts is crucial for demonstrating compliance.

## 8. Communicate with Stakeholders

Inform students, staff, and the community about the college's commitment to accessibility. Provide updates on progress and resources available for assistance.

## 9. Plan for Ongoing Maintenance

Establish a long-term plan to ensure ongoing accessibility compliance. This includes regular audits, updates to training, and monitoring of new content.

## 10. Report and Evaluate

Prepare a final report on the work plan's implementation. Evaluate the effectiveness of the plan and identify areas for future improvement.