Role-based top tasks for accessibility

Executive Leadership

- Establish clear accessibility policies and communicate commitment org-wide.
- Allocate funding and resources explicitly for accessibility efforts.
- Hold teams accountable through regular accessibility reporting and reviews.

Content Authors

- Use clear, simple language and structure (headings, lists) for readability.
- Provide meaningful alternative text for images and other non-text content.
- Ensure links make sense independently (avoid "click here").

UI/UX Designers

- Design with sufficient color contrast (minimum 4.5:1 ratio for text, 3:1 ratio for non-text elements).
- Ensure interactive elements are clearly focusable and navigable via keyboard.
- Involve people with disabilities in ongoing generative and usability research sessions.

Developers

- Ensure semantic HTML structure is correctly implemented.
- Test keyboard navigation and assistive technology compatibility.
- Validate code against accessibility guidelines (e.g., WCAG 2.2 AA, WAI-ARIA).

Project/Product Managers

- Include accessibility requirements explicitly in project planning.
- Allocate resources and time for accessibility testing and remediation.
- Regularly verify accessibility milestones are met during development sprints.

Quality Assurance

- Perform accessibility testing using automated tools (e.g., axe, WAVE, Lighthouse, Pa11y).
- Conduct guided manual testing including keyboard navigation and screen reader checks.
- Document accessibility defects clearly and verify remediation in follow-up testing.

Procurement

- Include accessibility criteria clearly in all procurement and RFP processes.
- Verify vendor products/services meet accessibility standards (e.g., request, review, and check ACR/VPAT claims).
- Ensure contracts explicitly state accessibility requirements and remediation expectations.

For additional information, see W3C's resource: Accessibility Roles and Responsibilities Mapping

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