

AA Accessibility Checklist

Maintaining Accessibility from Planning to Post-release

For: IT and Design Leads

Goal: Ensure that final product meets WCAG AA standards

1) Governance and Planning

- ☐ Define the standard: Target WCAG AA across platforms and align role-based responsibilities early.
- ☐ Publish and maintain:
 - ☐ Accessibility status on every page
 - ☐ Standardized accessibility statement
 - ☐ Multi-year plan with owners, timelines, and budgets
- ☐ Establish a cross-functional working group (Design, Content, Front-end, QA, Legal).
- ☐ Schedule training for teams (designers, editors, developers) and integrate accessibility into onboarding.

2) Research and UX Validation

- ☐ Conduct discovery with users with disabilities (e.g., screen reader users). Include mobile and desktop.
- ☐ Prototype and test critical journeys (auth, onboarding, search, checkout) with assistive tech and, where relevant, with the screen off and screen readers enabled.
- ☐ Prioritize simplicity and autonomy: avoid over-engineering features users do not need.

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3) Design (WCAG AA-aligned)

- ☐ Color and contrast:
 - ☐ Validate text contrast to AA thresholds (e.g., 4.5:1 for normal text; 3:1 for large text).
 - ☐ If brand colors are low-contrast, define usage rules (e.g., minimum text size, alternative tones).
- ☐ Layout and motion:
 - ☐ Provide visible focus states distinct from hover.
 - ☐ Include skip links and keyboard accessible options in the visual design.
 - ☐ Ensure controls to pause or stop auto-moving content.
 - ☐ Avoid justified text, ensure readable line length and spacing.
- ☐ States and guidance:
 - ☐ Avoid relying on color alone to convey meaning or state.
 - ☐ Specify clear error messages near fields, not “fields in red”.
- ☐ Role-specific references: provide designers and editors with role-adapted checklists.

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4) Content and Editorial

- ☐ Write explicit link text (avoid repeated "Learn more").
- ☐ Provide transcripts and plain formatted, in-page versions where appropriate.
- ☐ Ensure forms have clear labels adjacent to fields and avoid ambiguous spacing.

5) Front-end Engineering

- ☐ Semantics first:
 - ☐ Use native elements (e.g., real buttons) and preserve logical DOM order, especially with CSS Grid.
 - ☐ Exercise caution with **display: contents** due to screen reader support issues.
 - ☐ Maintain keyboard focus outlines unless an accessible replacement is available.

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- ☐ Keyboard and screen reader support:
 - ☐ Ensure all interactive elements are focusable and operable via keyboard.
 - ☐ Implement skip links and manage focus on dynamic updates.
- ☐ Avoid “alternative” quick fixes that diverge from the main experience unless they provide real value and are maintained.

6) QA and Tooling

- ☐ Automated checks:
 - ☐ Integrate axe-core and Lighthouse in CI for baseline audits; fail builds on regressions.
 - ☐ Use a contrast checker (e.g. Color Contrast Analyzer) during design and dev.
- ☐ Manual checks:
 - ☐ Test with VoiceOver/TalkBack/NVDA/JAWS on primary user flows.
 - ☐ Validate OTP and email flows for practical usability (e.g. link placement before codes).
 - ☐ Perform usability sessions with people with disabilities and iterate before formal conformance audits.

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7) Deployment and Continuous Improvement

- ☐ Track accessibility tasks in the same backlog as features and treat them as non-negotiable requirements.
- ☐ Monitor changes and retest as part of release cadence.
- ☐ Maintain role-based documentation, patterns, and design tokens that encode AA rules.
- ☐ Review and update the accessibility statement and remediation plan periodically.

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Role-Based Quick Reference (WCAG AA focus)

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Design Leads

- ☐
- Validate contrast ratios and define brand color usage for text.

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Content/Editorial Leads

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- Use descriptive links and headings and avoid color-only cues.

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Role-Based Quick Reference (WCAG AA focus)

☐ Front-end Leads

- ☐ Maintain semantic HTML and logical DOM order with CSS Grid.
- ☐ Ensure focus management and keyboard operability across components.
- ☐ Integrate automated audits and prevent **outline: none** anti-patterns.

☐ IT/Program Leads

- ☐ Establish governance, statements, and multi-year plans.
- ☐ Budget for user testing and team training and include internal apps.
- ☐ Block releases with quality gates on accessibility checks and monitor legal deadlines.





Your Checklist is Ready

You've taken a vital step towards creating more inclusive, effective, and compliant digital products.

This checklist is your guide to integrating WCAG AA standards from planning to post-release, ensuring no detail is overlooked.

Beyond the Checklist: Let's Build What's Next

If you're ready to turn these guidelines into reality, our teams of designers, developers, and strategists are here to help.

Contact us via email: contact@ekino.vn

Visit us at www.ekino.vn