

Welcome to the Section 508 Best Practices Webinar Series

A collaborative program between the
Accessibility Community of Practice of the CIO Council, The U.S. Access Board and eFedLink/ODEP

The Session is Scheduled to begin at 1:00pm Eastern Time
We will be testing sound quality periodically

Audio and Visual are provided through the on-line webinar system. This session is closed captioned. Individuals may also listen via telephone by dialing 1-712-432-3066 Access code 148937 (This is not a Toll Free number)

The content and materials of this training are property of the presenters and sponsors and cannot be used without permission. For permission to use training content or obtain copies of materials used as part of this program please contact us by email at info@adaconferences.org or toll free (877)232-1990 (VTTY)

www.adaconferences.org/CIOC



Listening to the Webinar



- The audio for today's webinar is being broadcast through your computer. Please make sure your speakers are turned on or your headphones are plugged in.
- You can control the audio broadcast via the Audio & Video panel. You can adjust the sound by "sliding" the sound bar left or right.
- If you are having sound quality problems check your audio controls by going through the Audio Wizard which is accessed by selecting the microphone icon on the Audio & Video panel



2

Listening to the Webinar, *continued*



If you do not have sound capabilities on your computer or prefer to listen by phone, dial:

712-432-3066

Pass Code:
148937

This is not a Toll Free number

3

Listening to the Webinar, *continued*



MOBILE Users (iPhone, iPad, or Android device (including Kindle Fire HD))

Individuals may listen** to the session using the Blackboard Collaborate Mobile App (Available Free from the Apple Store, Google Play or Amazon)



**Closed Captioning is not visible via the Mobile App and limited accessibility for screen reader/Voiceover users

4

Captioning



- Real-time captioning is provided during this webinar.
- The caption screen can be accessed by choosing the  icon in the Audio & Video panel. ↓



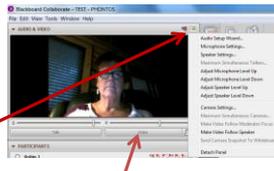
- Once selected you will have the option to resize the captioning window, change the font size and save the transcript.

5

Sign Language Interpreter



- Video Sign Language Interpreter is available for this session
- To access the Sign language Choose "Video" from the Audio and Video Panel. This will open a video window.
- To ensure that your system retains focus on the Sign Language Interpreter make sure that **everything** is **unchecked** in the options menu 



Select Video

6

Submitting Questions



- You may type and submit questions in the Chat Area Text Box or press Control-M and enter text in the Chat Area
- If you are connected via a mobile device you may submit questions in the chat area within the App
- If you are listening by phone and not logged in to the webinar, you may ask questions by emailing them to info@adaconferences.org



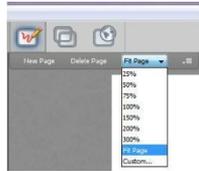
Please note: This webinar is being recorded and can be accessed on the Section 508 Best Practice Webinar Series website at www.adaconferences.org/CIOC within 24 hours after the conclusion of the session.

7

Customize Your View



- Resize the Whiteboard where the Presentation slides are shown to make it smaller or larger by choosing from the drop down menu located above and to the left of the whiteboard. The default is “fit page”



8

Customize Your View *continued*



- Resize/Reposition the Chat, Participant and Audio & Video panels by “detaching” and using your mouse to reposition or “stretch/shrink”. Each panel may be detached using the  icon in the upper right corner of each panel.

9

Technical Assistance



- If you experience any technical difficulties during the webinar:
 1. Send a private chat message to the host by double clicking "Great Lakes ADA" in the participant list. A tab titled "Great Lakes ADA" will appear in the chat panel. Type your comment in the text box and "enter" (Keyboard - F6, Arrow up or down to locate "Great Lakes ADA" and select to send a message); or
 2. Email info@adaconferences.org; or
 3. Call 877-232-1990 (V/TTY)

10

Section 508 and the HHS Enterprise Performance Lifecycle

Moderator: Timothy Creagan, Senior Accessibility Specialist, U.S. Access Board

Presenter: Mark D. Urban, CDC Section 508 Coordinator, HHS

November 20, 2014

11

Agenda

- ▶ Introduction
- ▶ Learning Objectives for today's webinar
- ▶ What is the Enterprise Performance Lifecycle (EPLC)?
- ▶ How does HHS incorporate Section 508 into the EPLC?
- ▶ How can this example apply to your agency?
- ▶ Q& A -

12

This webinar is sponsored by:



A Community of Practice to Advance Federal Employment for Persons with Disabilities

eFedLink.org



cio.gov



access-board.gov

13

Welcome

- ▶ Webinar series: "Best Practices in Federal Section 508 Implementation"
 - This webinar is part of a series. Other presentations can be viewed at:
 - <https://efedlink.org/allqual/resource-shared-webinars.cfm> and
 - <http://www.adaconferences.org/CIOC/Archives/>
- ▶ A **best practice** is a policy, process, procedure or technique proven effective over time and repeatable by multiple agencies.
- ▶ A best practice is generalized so that diverse agencies may use it in their own organizations but specific enough to provide useful guidance and instruction.
- ▶ The CIO Council's Accessibility Community of Practice has published a library of 508 Best Practices at www.Section508.gov

14

Section 508 Best Practices Webinar upcoming DATES for 2015:

- ▶ Webinars dates will be bi-monthly during 2015. January, March, May, July, September, November
- ▶ Next Webinar: January 27, 2015 - Topic: TBD
Time: 1:00 to 2:30 p.m. ET
- ▶ Future webinar dates and topics are forthcoming

Past webinars: ARCHIVED:

- <http://www.adaconferences.org/CIOC/Archives>
- <https://efedlink.org/allqual/collaborate-webex-archive.cfm>

15

Section 508 Best Practices Webinar Series 2014 –2015

► For more information, contact the Education Subcommittee co-chairs:

- Tim Creagan – creagan@access-board.gov
- Deborah Kaplan – deborah.kaplan@hhs.gov

16

Presenter

Presenter:

Mark D. Urban, CDC Section 508 Coordinator, HHS

Moderator:

Timothy Creagan, Senior Accessibility Specialist, U.S. Access Board

17



Section 508 and the HHS Enterprise Performance Lifecycle (EPLC)

Mark D. Urban
CDC Section 508 Coordinator

18

Introductions

- ▶ Who am I?
- ▶ Why are you here?
- ▶ What will you learn today?

19

What You Will Learn:

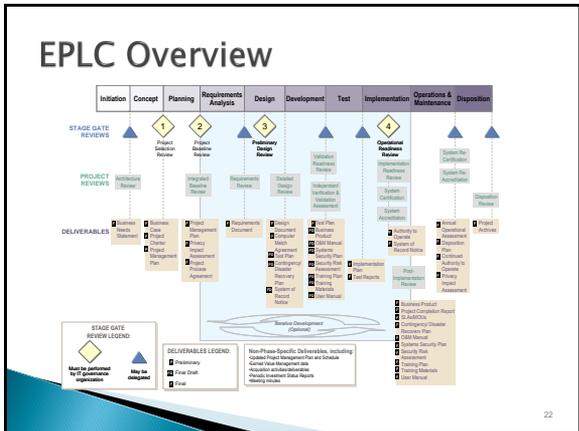
- ▶ What is the EPLC (Enterprise Performance Lifecycle)?
- ▶ What is the "Stage Gate Review Process" within the EPLC?
- ▶ What does it mean to have "508 Critical Partner participation" at each phase of the Lifecycle?

20

What You Will Learn (continued):

- ▶ The Importance of the Critical Partner Team and Team Lead - what do they do?
- ▶ What are the Deliverables and Exit Criteria for each phase?
- ▶ How do you review project deliverables using supporting documentation?

21



How Critical Partners Participate:

Critical Partners:

- ▶ review the progress of IT projects
- ▶ at specified Stage Gate Reviews
- ▶ to ensure that the projects meet the Critical Partners' respective requirements.

WHO ARE THE CRITICAL PARTNERS?

- Enterprise Architecture
- Security
- Acquisition Management
- Finance
- Budget
- Human Resources
- CPIC (Capital Planning & Investment Control)
- Section 508 *****

Stage Gate Reviews

What are they?

An independent confirmation by Critical Partners, to the IT governance organization that:

1. Project Managers satisfactorily produced all the required deliverables, and
2. They adequately met all exit criteria for the phase, to permit advancement to the next phase

What question do they answer?

"Do we Proceed?"

What is the purpose?

Risk management

Stage Gates 1 and 2

- ▶ Initiation Phase – Project Review: Architecture
 - Will this be an EIT Project?
- ▶ Concept Phase – **Stage Gate 1:** Project Selection Review
 - First List of Applicable Provisions
 - Examine technology options in alternatives analysis
- ▶ Planning Phase – **Stage Gate 2:** Project Baseline Review
 - Whether the applicable provisions and the needs statement include 508?

25

Stage Gate 3

- ▶ Requirements Analysis Phase – Project Review: Requirements
 - Check Acquisition Plan/solicitation language, technology platforms.
 - Ensure that 508 is in the risk log and requirements documents.
- ▶ Design Phase – **Stage Gate 3:** Preliminary Design Review
 - HHS PAT for system, review platforms
 - 508 training for development team

26

Phases in between Stage Gates 3 and 4 –

- ▶ Development Phase – Project Review: Validation Readiness & Independent Verification
 - Acceptance checklists, 508 risk check, test plan review.
- ▶ Test Phase – Project Review: Test
 - Oversee test results. Conduct audits, acceptance checklist review. Perform Risk check.

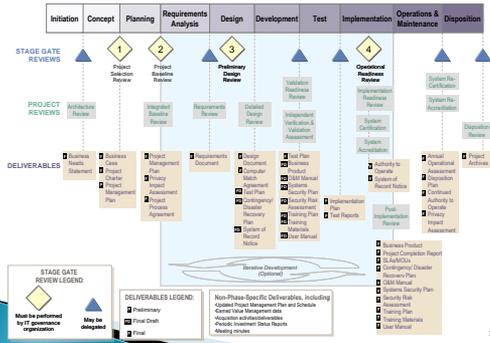
27

Stage Gate 4

- ▶ Implementation Phase – **Stage Gate 4: Operational Readiness Review**
 - ▶ Go-No Go. Have all 508 issues been resolved or is a remediation plan in place?
- ▶ Operations & Maintenance Phase – Project Review: System Re-certification, System Re-accreditation
 - ▶ Does the Annual Operations Analysis include a check on the 508 compliance of the changes/updates to the system?
- ▶ Disposition Phase – Project Review: Disposition
 - ▶ What's coming next?

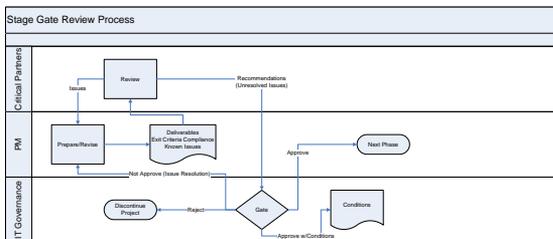
28

Let's take another look at the EPLC Overview:



29

Stage Gates Process



30

Making the call at each Stage:

- ▶ Recommend
 - ▶ No issues OR
 - ▶ Issues have been remediated OR
 - ▶ Issues cannot be fixed and that's OK
 - ▶ (Because: Exception, remediation plan)
- ▶ Recommend with Conditions
 - ▶ Issues, but the Project is working on it.
 - ▶ Should be phrased as "X" will be done by "DATE".
- ▶ Not Recommended
 - ▶ Presents a clear and significant risk to the agency and the project is not working on the issues.

31

Special Circumstances – Tailored projects

- ▶ Tailoring
 - Combine or skip Project reviews
 - Stage Gates may be combined, but not skipped
- ▶ Conduct project reviews as part of the next Stage Gate in the cycle.

32

Special Circumstances – Iterative (Agile) process

- ▶ Iterative Development
 - Quick proof of concept, followed by iterative "sprints" or quick cycles.
 - Need to create validation "Check Points" after a number of sprints to ensure the resulting product is still accessible.
 - Alternate approach – check as each feature is complete.
- ▶ Pros and cons to both approaches.

33

In Conclusion:

- ▶ The “Stage Gate Review Process” is an important part of the Enterprise Performance Lifecycle (EPLC).
- ▶ Critical Partners review the IT project during the Stage Gate Reviews.
- ▶ The Critical Partners verify that the IT project is meeting the critical requirements of each partner, including Section 508!
- ▶ The EPLC is an important tool in the IT development process - this approach can be used in many different agencies.

34

HHS and the Enterprise Performance Life Cycle:

Materials found at: <http://www.hhs.gov/ocio/eplc/>

- ▶ Enterprise Performance Life Cycle Policy
- ▶ Enterprise Performance Life Cycle Artifacts
- ▶ Enterprise Performance Life Cycle Framework
- ▶ Enterprise Performance Life Cycle Frequently Asked Questions (FAQs)
- ▶ Enterprise Performance Life Cycle Glossary of Terms

35

RESOURCES

36

- CDC Section 508 Helpdesk:
508helpdesk@cdc.gov
- Enterprise Performance Life Cycle
at HHS:
<http://www.hhs.gov/ocio/eplc/>
- The Enterprise Performance Life Cycle
(pdf from slides 22 and 29)
[http://www.hhs.gov/ocio/eplc-lifecycle-
framework.pdf](http://www.hhs.gov/ocio/eplc-lifecycle-framework.pdf)

37



38

For More Information, contact us:

Mark D. Urban
CDC Section 508 Coordinator
919-541-0562
fka2@cdc.gov

39
