

# Sample Work Plan

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This following work plan provides examples of the steps required for Action 2 – as identified in the Accessibility Plan Sample.

## Action 2: Provide information in an accessible format on request.

Actions	Responsibility	Budget	Estimated Time / Completion Date
Retain plain text version of new documents (Example: WORD format) for efficient conversion to alternate formats.	Communications and all relevant staff	Nil	Immediately
Develop procedure for responding to requests for documents in alternate formats.	Accessibility Coordinator with Accessibility Working Group, and management approval	Nil	1 month / September 1, 2015
Alert finance area that current year and future requests for contingency funding must include accessibility line item.	Accessibility Coordinator with management approval	Included in current contingency budget	2 hours / September 1, 2015
Create on-line training (PowerPoint) on how to respond to requests for alternate format and local service providers.	Accessibility Coordinator with Human Resources	\$100	2 months / October 1, 2015
Select existing forms to be converted (internally) to large print and CD.	Accessibility Coordinator with assistance from Admin. Staff	\$50	1 month / November 1, 2015

## Sample Work Plan *Continued*

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<b>Actions</b>	<b>Responsibility</b>	<b>Budget</b>	<b>Estimated Time / Completion Date</b>
Post a notice on website, Facebook, and on print documents, that information is available in alternate formats on request.	Webmaster and Accessibility Coordinator	Nil	1 week / November 1, 2015
Outsource Braille conversion for agenda and budget for annual meeting, if requested.	Accessibility Coordinator	\$100	2 weeks / December 1, 2015