

<b>Project Information</b>	
<b>Project Title</b>	Making Your Microsoft Word Documents Accessible
<b>Project Purpose</b>	To design and deliver practical, accessible training and performance support that enables faculty to create and remediate Microsoft Word documents using core accessibility practices aligned to WCAG 2.1.

<b>Roles &amp; Responsibilities</b>	
<b>Stakeholder</b>	BGSU Center for Faculty Excellence Caitlin Bartholic, Designer & Trainer
<b>Subject Matter Expert</b>	Chelsea Chandler, Director CFE Caitlin Bartholic, Accessibility Consultant
<b>Project Owner</b>	Chelsea Chandler – Director CFE Defines institutional goals, prioritizing accessibility initiatives, approving scope, timelines, and final deliverables.

<b>Audience, Goals &amp; Objectives</b>	
<b>Target Audience</b>	BGSU Learning Community (staff, faculty, professors)
<b>Project Goal</b>	The goal of this project is to support faculty in creating and remediating accessible Microsoft Word documents by providing clear, practical training and resources that promote consistent application of core accessibility practices aligned with WCAG 2.1.
<b>Learning Objectives</b>	After completing this training, employees will be able to... <ul style="list-style-type: none"><li>• Apply accessible heading structure in a Word document by correctly assigning Heading 1, Heading 2, and Heading 3 styles.</li><li>• Evaluate and adjust text contrast using a simple contrast checking tool to ensure readable color combinations.</li><li>• Write concise, meaningful alt text for at least two types of images commonly used in academic materials.</li><li>• Revise non-descriptive hyperlinks into clear, purposeful text.</li><li>• Format documents using accessible fonts and spacing to improve readability and navigation for all learners.</li></ul>

<b>Project Deliverables</b>	
<b>Deliverable</b>	90 Minute Workshop Facilitation with outline and PowerPoint slide deck
<b>Deliverable</b>	Video Tutorial with Transcript (.txt) on each topic: <ul style="list-style-type: none"><li>• Color Contrast</li><li>• Alt Text</li><li>• Heading Structure</li><li>• Hyperlinks</li><li>• Fonts &amp; Style</li></ul>
<b>Deliverable</b>	Word Accessibility Checklist (Accessible Word Document)

<b>Project Milestones</b>	
<b>December 20th</b>	Kick-Off Meeting
<b>December 29th</b>	Needs Analysis & Objectives
<b>January 13th</b>	Facilitation Proposal
<b>January 13th</b>	Facilitation Outline
<b>January 19th</b>	Zoom Practice for Settings
<b>January 30th</b>	Facilitation Slide Deck
<b>February 6th</b>	Word Accessibility Checklist
<b>February 12th</b>	Video Tutorials with Transcripts

<b>Implementation &amp; Measurement</b>	
<b>Implementation Plan</b>	<p>The learning solution will be delivered using a blended approach to support flexibility and immediate application. Faculty will register for a 90-minute virtual workshop facilitated via Zoom. The session, on February 13<sup>th</sup>, will combine short instructional segments, live demonstrations in Microsoft Word, and guided practice using participants' own documents or a provided remediation file.</p> <p>Following the live session, participants will have immediate and ongoing access to short, topic-based training videos and reference materials housed in the Center for Faculty Excellence's Just In Time resource library. These resources are designed to support continued learning and just-in-time use as faculty create or remediate documents.</p>
<b>Evaluation Plan</b>	<p>Evaluation will be used to assess learner understanding, guide improvements to the learning experience, and support long-term accessibility adoption. Participant reflections collected at the end of the live workshop will capture immediate confidence and remaining questions. Post-session feedback will be gathered through the Center for Faculty Excellence's standard reflection form and reviewed to identify trends related to clarity, relevance, and usefulness.</p> <p>As faculty apply the practices introduced in the training, remediated and newly created documents will be reviewed against WCAG 2.1 success criteria for the topics covered. Continued use of the Just In Time resources will inform future refinements and identify areas where additional guidance or training may be needed.</p>
<b>Constraints &amp; Risks</b>	<ul style="list-style-type: none"><li>• Faculty availability.</li><li>• Use of existing systems and established CFE platforms.</li><li>• Voluntary participation may result in uneven adoption.</li><li>• Participant skill levels will vary, affecting pacing during live facilitation.</li><li>• Accessibility needs extend beyond the topics covered in this training.</li></ul>