

# Section 508 Organizational Maturity Assessment Form A—Maturity Levels

Version 1.0, October 2015

*See the accompanying Instructions document for guidance on filling in this form.*

**Note/Disclaimer:** *These forms are used to document the state of an organization prior to, or after integrating Trusted Tester. If maturity assessment is done both prior to and after integration of Trusted Tester, the maturity differences of an organization may be more evident. These forms are not intended as an OMB assessment tutorial or guide.*

**General report information**

Organization \_\_\_\_\_

This Report is for the *(select one)*

Organization as a whole

Entire sub-component of the organization

(specify) \_\_\_\_\_

**Note:** *If a report is required for only a particular department or team within the organization, create a new report template using only the sections that are applicable to that department or team*

Report Date (d/m/yyyy) \_\_\_\_\_

Report Compiled by \_\_\_\_\_

This assessment is for the *(select one from each)*

Past/Future

Actual Past Performance, over the past...

Desired/Projected Future Performance, over the next...

*Time System*

Fiscal

Calendar

*Time Division*

Quarter

Half Year

Year

Other

(specify) \_\_\_\_\_

**1) Section 508 Policy**

*Metric: Section 508 activities, staff roles and responsibilities within and external to the Section 508 'team' are defined in an agreed-upon policy, or set of policies.*

Regarding organization-wide policy for Section 508 activities (*select one*)

Section 508 activities are provided in the internally published policy:

Section 508 activities are currently represented in a draft policy:

There is no formal Section 508 policy in this organization

The title and date of the most recent published or draft policy is

title \_\_\_\_\_

date \_\_\_\_\_

## 2) Section 508 Staffing and responsibilities

*Metric: Provide qualified staff to conduct activities in support of the organization's Section 508 policy and procedures.*

The Section 508 'team' (including Section 508 leadership) comprises

\_\_\_\_\_ Contractor FTE

\_\_\_\_\_ Federal Employee FTE

Staff outside of the Section 508 'team' who are doing Section 508 development and/or testing activities comprises

\_\_\_\_\_ Contractor FTE

\_\_\_\_\_ Federal Employee FTE

For Section 508 leadership, the organization has

A designated Section 508 Coordinator / Section 508 Program Manager

No designated Section 508 Coordinator / Section 508 Program Manager

The Section 508 **IT testing** activities at the organization are

Conducted solely by the Section 508 team

Conducted solely by development teams

Conducted by development teams, with assistance and oversight provided by the 508 team

Not conducted

The Section 508 **Multimedia testing** activities at the organization are

Conducted solely by the Section 508 team

Conducted solely by development teams

Conducted by development teams, with assistance and oversight provided by the 508 team

Not conducted

The Section 508 **Electronic Document testing** activities at the organization are

Conducted solely by the Section 508 team

Conducted solely by authors

Conducted by authors, with assistance and oversight provided by the 508 team

Not conducted

The **Section 504 IT assessment activities** ("Reasonable accommodations") at the organization are

Conducted solely by the Section 508 team

Conducted solely by other teams

Conducted by other teams, with assistance and oversight provided by the 508 team

Not conducted

### 3) Acquisition

*OMB Metric: Conduct validation of procurement solicitations to ensure incorporation of Section 508 contract language into Statements of Work and Performance Work Statements.*

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#### Acquisition Maturity Level

This category is at the maturity level of *(select one)*

- 1 **Ad Hoc** (No formal policies, process or procedures defined)
- 2 **Planned** (Policies, processes and procedures defined and communicated)
- 3 **Resourced** (Resources committed and/or staff trained to implement policies, processes and procedures)
- 4 **Measured** (Validation is performed; results are measured and tracked)

Report the above on [OMB Report Row 1](#)

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Make only one selection in in one of the four maturity levels below:

#### Acquisition Maturity Level 1

This category is Ad Hoc. The situation is  
Inactive/Passive  
Reactionary  
Opportunistic  
Some or all of the above

#### Acquisition Maturity Level 2

This category is Planned. The most recent plan is currently  
A General Outline  
A Circulated Draft  
An Approved Draft  
A draft Implementation Plan  
A Final Implementation Plan, not yet implemented

#### Acquisition Maturity Level 3

This category is resourced and  
A formal plan is being followed  
Informal and unplanned  
Informal but formalization is planned

#### Acquisition Maturity Level 4

This category is Measured and  
A formal plan is being followed  
Informal and unplanned  
Informal but formalization is planned

**Note:** *If selecting Level 4, also enter the appropriate measurement data in Form B. If it is not possible to fill in Form B, change the maturity levels reported on this page.*

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#### Acquisition category timing

The most recent plan *(if applicable)* is dated: \_\_\_\_\_

This category been reported at this level since: *(specify)* \_\_\_\_\_

The target date/timeframe for this category to advance to the next maturity level is:  
*(specify only if level is 1, 2 or 3)* \_\_\_\_\_

#### 4) Agency EIT life cycle activities

*OMB Metric: Conduct validation of Section 508 requirements to ensure incorporation into Agency EIT life cycle activities, including enterprise architecture, design, development, testing, deployment, and ongoing maintenance activities.*

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#### Agency EIT life cycle activities Maturity Level

This category is at the maturity level of *(select one)*

- 1 **Ad Hoc** (No formal policies, process or procedures defined)
- 2 **Planned** (Policies, processes and procedures defined and communicated)
- 3 **Resourced** (Resources committed and/or staff trained to implement policies, processes and procedures)
- 4 **Measured** (Validation is performed; results are measured and tracked)

Report the above on [OMB Report Row 2](#)

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Make only one selection in in one of the four maturity levels below:

#### EIT life cycle activities Maturity Level 1

This category is Ad Hoc. The situation is

- Inactive/Passive
- Reactionary
- Opportunistic
- Some or all of the above

#### EIT life cycle activities Maturity Level 2

This category is Planned. The most recent plan is currently

- A General Outline
- A Circulated Draft
- An Approved Draft
- A draft Implementation Plan
- A Final Implementation Plan, not yet implemented

#### EIT life cycle activities Maturity Level 3

This category is resourced and

- A formal plan is being followed
- Informal and unplanned
- Informal but formalization is planned

#### EIT life cycle activities Maturity Level 4

This category is Measured and

- A formal plan is being followed
- Informal and unplanned
- Informal but formalization is planned

**Note:** *If selecting Level 4, also enter the appropriate measurement data in Form B. If it is not possible to fill in Form B, change the maturity levels reported on this page.*

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#### EIT life cycle activities category timing

The most recent plan *(if applicable)* is dated: \_\_\_\_\_

This category been reported at this level since: *(specify)* \_\_\_\_\_

The target date/timeframe for this category to advance to the next maturity level is:  
*(specify only if level is 1, 2 or 3)* \_\_\_\_\_

## 5) Testing and Validation

*OMB Metric: Testing and validation of Section 508 conformance claims.*

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### Testing and Validation Maturity Level

This category is at the maturity level of (*select one*)

- 1 **Ad Hoc** (No formal policies, process or procedures defined)
- 2 **Planned** (Policies, processes and procedures defined and communicated)
- 3 **Resourced** (Resources committed and/or staff trained to implement policies, processes and procedures)
- 4 **Measured** (Validation is performed; results are measured and tracked)

Report the above on [OMB Report Row 3](#)

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Make only one selection in in one of the four maturity levels below:

#### Testing and Validation Maturity Level 1

This category is Ad Hoc. The situation is

- Inactive/Passive
- Reactionary
- Opportunistic
- Some or all of the above

#### Testing and Validation Maturity Level 2

This category is Planned. The most recent plan is currently

- A General Outline
- A Circulated Draft
- An Approved Draft
- A draft Implementation Plan
- A Final Implementation Plan, not yet implemented

#### Testing and Validation Maturity Level 3

This category is resourced and

- A formal plan is being followed
- Informal and unplanned
- Informal but formalization is planned

#### Testing and Validation Maturity Level 4

This category is Measured and

- A formal plan is being followed
- Informal and unplanned
- Informal but formalization is planned

**Note:** *If selecting Level 4, also enter the appropriate measurement data in Form B. If it is not possible to fill in Form B, change the maturity levels reported on this page.*

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### Testing and Validation category timing

The most recent plan (*if applicable*) is dated: \_\_\_\_\_

This category been reported at this level since: (*specify*) \_\_\_\_\_

The target date/timeframe for this category to advance to the next maturity level is:  
(*specify only if level is 1, 2 or 3*) \_\_\_\_\_

## 6) Complaints Process

OMB Metric: Track and resolve incoming Section 508 complaints.

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### Complaints Process Maturity Level

This category is at the maturity level of (*select one*)

- 1 **Ad Hoc** (No formal policies, process or procedures defined)
- 2 **Planned** (Policies, processes and procedures defined and communicated)
- 3 **Resourced** (Resources committed and/or staff trained to implement policies, processes and procedures)
- 4 **Measured** (Validation is performed; results are measured and tracked)

Report the above on OMB Report Row 5

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Make only one selection in in one of the four maturity levels below:

#### Complaints Process Maturity Level 1

This category is Ad Hoc. The situation is

- Inactive/Passive
- Reactionary
- Opportunistic
- Some or all of the above

#### Complaints Process Maturity Level 2

This category is Planned. The most recent plan is currently

- A General Outline
- A Circulated Draft
- An Approved Draft
- A draft Implementation Plan
- A Final Implementation Plan, not yet implemented

#### Complaints Process Maturity Level 3

This category is resourced and

- A formal plan is being followed
- Informal and unplanned
- Informal but formalization is planned

#### Complaints Process Maturity Level 4

This category is Measured and

- A formal plan is being followed
- Informal and unplanned
- Informal but formalization is planned

**Note:** If selecting Level 4, also enter the appropriate measurement data in Form B. If it is not possible to fill in Form B, change the maturity levels reported on this page.

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### Complaints Process category timing

The most recent plan (*if applicable*) is dated: \_\_\_\_\_

This category been reported at this level since: (*specify*) \_\_\_\_\_

The target date/timeframe for this category to advance to the next maturity level is:  
(*specify only if level is 1, 2 or 3*) \_\_\_\_\_

## 7) Training

*OMB Metric: Training for stakeholders on roles and responsibilities related to Section 508 compliance.*

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### Training Maturity Level

This category is at the maturity level of (*select one*)

- 1 **Ad Hoc** (No formal policies, process or procedures defined)
- 2 **Planned** (Policies, processes and procedures defined and communicated)
- 3 **Resourced** (Resources committed and/or staff trained to implement policies, processes and procedures)
- 4 **Measured** (Validation is performed; results are measured and tracked)

Report the above on [OMB Report Row 6](#)

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Make only one selection in in one of the four maturity levels below:

#### Training Maturity Level 1

This category is Ad Hoc. The situation is

- Inactive/Passive
- Reactionary
- Opportunistic
- Some or all of the above

#### Training Maturity Level 2

This category is Planned. The most recent plan is currently

- A General Outline
- A Circulated Draft
- An Approved Draft
- A draft Implementation Plan
- A Final Implementation Plan, not yet implemented

#### Training Maturity Level 3

This category is resourced and

- A formal plan is being followed
- Informal and unplanned
- Informal but formalization is planned

#### Training Maturity Level 4

This category is Measured and

- A formal plan is being followed
- Informal and unplanned
- Informal but formalization is planned

**Note:** *If selecting Level 4, also enter the appropriate measurement data in Form B. If it is not possible to fill in Form B, change the maturity levels reported on this page.*

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### Training category timing

The most recent plan (*if applicable*) is dated: \_\_\_\_\_

This category been reported at this level since: (*specify*) \_\_\_\_\_

The target date/timeframe for this category to advance to the next maturity level is:  
(*specify only if level is 1, 2 or 3*) \_\_\_\_\_

## 8) Outreach

*Metric: Outreach to stakeholders on Section 508 policy, training opportunities, testing procedures, agency EIT LifeCycle processes.*

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### Outreach Maturity Level

This category is at the maturity level of (*select one*)

- 1 **Ad Hoc** (No formal policies, process or procedures defined)
- 2 **Planned** (Policies, processes and procedures defined and communicated)
- 3 **Resourced** (Resources committed and/or staff trained to implement policies, processes and procedures)
- 4 **Measured** (Validation is performed; results are measured and tracked)

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Make only one selection in in one of the four maturity levels below:

#### Outreach Maturity Level 1

This category is Ad Hoc. The situation is  
Inactive/Passive  
Reactionary  
Opportunistic  
Some or all of the above

#### Outreach Maturity Level 2

This category is Planned. The most recent plan is currently  
A General Outline  
A Circulated Draft  
An Approved Draft  
A draft Implementation Plan  
A Final Implementation Plan, not yet implemented

#### Outreach Maturity Level 3

This category is resourced and  
A formal plan is being followed  
Informal and unplanned  
Informal but formalization is planned

#### Outreach Maturity Level 4

This category is Measured and  
A formal plan is being followed  
Informal and unplanned  
Informal but formalization is planned

**Note:** *If selecting Level 4, also enter the appropriate measurement data in Form B. If it is not possible to fill in Form B, change the maturity levels reported on this page.*

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### Outreach category timing

The most recent plan (*if applicable*) is dated: \_\_\_\_\_

This category been reported at this level since: (*specify*) \_\_\_\_\_

The target date/timeframe for this category to advance to the next maturity level is:  
(*specify only if level is 1, 2 or 3*) \_\_\_\_\_

## 9) Technical Assistance

*Metric: Providing technical assistance to employees on the accessibility of EIT, providing assistance to testing and development staff and document authors on accessibility requirements.*

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### Technical Assistance Maturity Level

This category is at the maturity level of (*select one*)

- 1 **Ad Hoc** (No formal policies, process or procedures defined)
- 2 **Planned** (Policies, processes and procedures defined and communicated)
- 3 **Resourced** (Resources committed and/or staff trained to implement policies, processes and procedures)
- 4 **Measured** (Validation is performed; results are measured and tracked)

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Make only one selection in in one of the four maturity levels below:

#### Technical Assistance Maturity Level 1

This category is Ad Hoc. The situation is  
Inactive/Passive  
Reactionary  
Opportunistic  
Some or all of the above

#### Technical Assistance Maturity Level 2

This category is Planned. The most recent plan is currently  
A General Outline  
A Circulated Draft  
An Approved Draft  
A draft Implementation Plan  
A Final Implementation Plan, not yet implemented

#### Technical Assistance Maturity Level 3

This category is resourced and  
A formal plan is being followed  
Informal and unplanned  
Informal but formalization is planned

#### Technical Assistance Maturity Level 4

This category is Measured and  
A formal plan is being followed  
Informal and unplanned  
Informal but formalization is planned

**Note:** *If selecting Level 4, also enter the appropriate measurement data in Form B. If it is not possible to fill in Form B, change the maturity levels reported on this page.*

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### Technical Assistance category timing

The most recent plan (*if applicable*) is dated: \_\_\_\_\_

This category been reported at this level since: (*specify*) \_\_\_\_\_

The target date/timeframe for this category to advance to the next maturity level is:  
(*specify only if level is 1, 2 or 3*) \_\_\_\_\_