**Resources**

Student population (age, gender breakdown, disability accommodation statistics)

Course delivery methods (online, hybrid, face to face)

Stakeholders for ADA compliance (who is invested in or responsible for ensuring compliance?)

What is your current staff’s level of online educational ADA training? (beginner, intermediate, advanced) And is there an internal resource on your campus who can help the initiative? (i.e. a disability expert or department)

**Goals**

What is your long term (5yr) goal? (i.e. full ADA compliance)

How can you break the goal down into smaller actionable milestones? (1yr increments)

Training-

***Who***- who will deliver the legal training? Who will deliver the technical training? Who will receive the training?

***What***- what needs to be taught? Empathy for students, visible vs. invisible disabilities, accommodations and compliance, achieving compliance in the classroom, achieving compliance online.

***Where***- do you have the facilities to deliver a face-to-face, hands on training? Can you deliver the training virtually?

When- when is the best time on your campus to train stakeholders?

***Why***- developing a sense of empathy on the campus and understanding legal obligations.

**SWOT Analysis (Strengths, Weaknesses, Opportunities, Threats) of Organization**

**Strengths-** (what are you doing well in your organization already?)

**Weaknesses-** (what are you lacking in your organization?)

**Opportunities-** (what opportunities exist that can be seized?)

**Threats-** (what obstacles will need to be overcome?)

**Immediate Needs for Success (what is needed within 6 months to ensure success?)**