2.4 **The** **Maturity Model Assessment Tool**

Organizational ICT Accessibility Maturity is assessed using the Accessibility Maturity Model Assessment Tool template.

Instructions on how to complete the assessment are included in a worksheet tab within the assessment tool template. Assessment results should be based on relevant, documented evidence that explains why each proof point has reached a particular maturity level.

**2.4.1 The Maturity Model Assessment Tool Template**

Here is the [link to the Accessibility Maturity Model Assessment Tool template](https://w3c.github.io/maturity-model/A11yMaturityTemplate.xlsx) (in excel spreadsheet format). The tool contains:

* A cover sheet tab where a list of changes made have been recorded.
* An instructions tab that explains how to assess proof point maturity levels
* Seven tabs, one for each [dimension](https://w3c.github.io/maturity-model/%22%20%5Cl%20%22dfn-dimension%22%20%5Co%20%22An%20aspect%20on%20which%20an%20organization%20measures%20its%20accessibility%20maturity.) and its associated proof points
* A scoring tab that tallies and registers results and progress of the dimension assessment tabs

The dimension tabs are where the assessment is performed. Each of those tabs contain the dimension definitions and general outcomes for each of the four [maturity levels](https://w3c.github.io/maturity-model/%22%20%5Cl%20%22dfn-maturity-level%22%20%5Co%20%22Used%20to%20signify%20the%20attainment%20or%20lack%20thereof%20of%20a%20specific%20maturity%20model%20dimension.) and provides a list of proof points to be assessed specific to each dimension.

It is possible to customize the template with additional proof points if needed by inserting a line and adding the new proof point statement.

It is encouraged that you to make a copy of the assessment tool template to get started.

EDITOR'S NOTES

1. The proof points as defined in the Maturity Model document may not exactly match the proof points contained within the Maturity Model Assessment Tool template.

The template contains the most up to date proof points defined by the Maturity Model Task Force and should be considered as “incorporated by reference” into this Maturity Model document.

1. The Maturity Model Assessment Tool is a high-fidelity prototype and continues to evolve. The current version of the tool is in Excel format. Final published formats are still being considered, but envisioned as HTML. The tool may also be made available in other downloadable, accessible formats.

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**Note to the Task Force:** I recommend that we replace the term “spreadsheet” with “assessment tool.” This is a more meaningful characterization of what it is, and is technology neutral, regardless of the final technology selected.