

# Accessibility Action Plan Template

Future Ready - Module 4 Implementation

## Purpose

Use this template to turn one accessibility idea into a practical action plan. Keep the action specific, realistic and connected to a participation barrier.

## Action summary

| Question  | Your response |
|---|---------------|
| What barrier are we trying to reduce?                                   |               |
| Who may be affected by this barrier?                                    |               |
| What practical change will we try?                                      |               |
| How will this support dignity, access, choice, safety or participation? |               |

## Implementation details

| Planning item                    | Response |
|----------------------------------|----------|
| Action owner                     |          |
| People who need to be involved   |          |
| Support or approval needed       |          |
| Resources needed                 |          |
| Start date                       |          |
| Review date                      |          |
| Possible risks or privacy issues |          |
| How we will reduce those risks   |          |

## How we will know if it helped

| Evidence source                  | What we will look for |
|----------------------------------|-----------------------|
| Feedback from affected people    |                       |
| Observation or service data      |                       |
| Completion or participation rate |                       |
| Staff or team reflection         |                       |
| Other evidence                   |                       |

## Next step

| One realistic next step | Who will do it? | By when? |
|-------------------------|-----------------|----------|
|                         |                 |          |