

Draft E-communication Work Plan 2008

1. Develop comprehensive website procedures. Review date mid-September 2008
2. In conjunction with the Scottish Consumer Council develop mechanisms / systems to ensure the maintenance and accessibility of the SAIF website
3. Investigate funding to redesign, expand and update the website and add functions
4. Increase visits and links to the website. Maintain detailed website statistics – target 14,000 visits per month and 50% increase in links - and quarterly statistical reports. Review the statistics package used.
5. Promote and meet demand for the SAIF publication 'Making E-communication Accessible' – target 200 copies.
6. Complete the development of the A4 posters pack to accompany 'Making E-communication Accessible' publication. Target 1500 each of 6 posters. Initial mailing 800 copies.
7. Produce regular e-newsletters – target quarterly.
8. Provide training in e-communication accessibility On- going (accessibility in practice courses planned for June 08)
9. Ensure that the Standards toolkit is on-line. Target July 2008.