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| **Date:** | **August 14, 2008** |
| **Name of Product:** | **Microsoft® Office Project Portfolio Server 2007** |
| **Contact for more Information:** | <http://www.microsoft.com/office> <http://www.microsoft.com/enable> |

Microsoft Office® Project Portfolio Server 2007 (Portfolio Server 2007) is a server product and companion web browser that are used for Porfolio Management. Using this product you can assess current and potential projects for viability and to determine prioritization of those projects given a limited budget. You can also take advantage of the reporting and analysis portions of the product to better understand the current state of your projects and portfolios. The product also can be used in conjunction with Microsoft Office Project Server 2007 and Windows Sharepoint Services for more seamless integration with project specific data and document management.

**Summary Table**

**Voluntary Product Accessibility Template**

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| **Criteria** | **Supporting Features** | **Remarks and explanations** |
| [Section 1194.21 Software Applications and Operating Systems](#App) | Please refer to the attached VPAT. |  |
| [Section 1194.22 Web-based internet information and applications](#Web) | Please refer to the attached VPAT. |  |
| Section 1194.23 Telecommunications Products | Not Applicable | Office Project Portfolio Server 2007 is not considered a telecommunications product according to the definition in Section 1194.23. |
| Section 1194.24 Video and Multi-media Products | Not Applicable | Office Project Portfolio Server 2007 does not use multimedia except as covered in section 1194.21. |
| Section 1194.25 Self-Contained, Closed Products | Not Applicable | Office Project Portfolio Server 2007 is not a self-contained product according to the definition in Section 1194.25. |
| Section 1194.26 Desktop and Portable Computers | Not Applicable | Office Project Portfolio Server 2007 is software as defined under section 1194.21. |
| [Section 1194.31 Functional Performance Criteria](#All) | Please refer to the attached VPAT. |  |
| [Section 1194.41 (a) Information, Documentation and Support](#Documentation) | Please refer to the attached VPAT. |  |

**Section 1194.21 Software Applications and Operating Systems - Detail   
Voluntary Product Accessibility Template**

Some functionality of Office Project Server 2007 is accessed through Office Project Web Access using a Web browser. Therefore, where appropriate, the information below refers to Office Project Web Access, the Web-based portal of Office Project Server 2007.

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| **Criteria** | **Supporting Features** | **Remarks and explanations** |
| (a) When software is designed to run on a system that has a keyboard, product functions shall be executable from a keyboard where the function itself or the result of performing a function can be discerned textually. | **Not Supported** | Although as this is a web browser based application there is some functionality accessible via the keyboard, it is not possible to complete many core actions without the use of a pointing device. |
| (b) Applications shall not disrupt or disable activated features of other products that are identified as accessibility features, where those features are developed and documented according to industry standards. Applications also shall not disrupt or disable activated features of any operating system that are identified as accessibility features where the application programming interface for those accessibility features has been documented by the manufacturer of the operating system and is available to the product developer. | **Not Supported** | There are numerous problems with using Operating System accessibility features in conjunction with Office Project Portfolio Server 2007. For example, High Contrast mode leaves some textual and graphical information hidden from view. |
| (c) A well-defined on-screen indication of the current focus shall be provided that moves among interactive interface elements as the input focus changes. The focus shall be programmatically exposed so that Assistive Technology can track focus and focus changes. | **Supported with exceptions:**  Office Project Portfolio Server provides a well-defined on-screen indication of the current focus that moves among interactive interface elements as the input focus changes, with the exception of pages using the Optimizer, which do not provide a granular indication of focus. | The ActiveX controls on the Optimizer pages do not provide a sufficiently detailed indication of current focus. |
| (d) Sufficient information about a user interface element including the identity, operation and state of the element shall be available to Assistive Technology. When an image represents a program element, the information conveyed by the image must also be available in text. | **Not Supported** | Office Project Portfolio Server 2007 takes advantage of Microsoft® Active Accessibility® (MSAA) to expose information in hyperlinks and some textual elements. However ActiveX controls and many other user interface elements are not supported. |
| (e) When bitmap images are used to identify controls, status indicators, or other programmatic elements, the meaning assigned to those images shall be consistent throughout an application's performance. | **Supported:**  Office Project Portfolio Server 2007 provides consistent usage of bitmap and other graphical elements. |  |
| (f) Textual information shall be provided through operating system functions for displaying text. The minimum information that shall be made available is text content, text input caret location, and text attributes. | **Supported:**  Office Project Portfolio Server 2007 provides textual information through operating system functions for displaying text at required minimum levels. |  |
| (g) Applications shall not override user selected contrast and color selections and other individual display attributes. | **Not Supported** | There are numerous places throughout the code with hard-coded contrast or color settings. |
| (h) When animation is displayed, the information shall be displayable in at least one non-animated presentation mode at the option of the user. | **Not Applicable** |  |
| (i) Color coding shall not be used as the only means of conveying information, indicating an action, prompting a response, or distinguishing a visual element. | **Supported with minor exceptions**  Generally supported, see remarks for exceptions. | Office Project Portfolio Server 2007 uses colors in the following features to convey information: The Builder to highlight selected row, Force In/Out status in the optimizer, and decision variables are images. |
| (j) When a product permits a user to adjust color and contrast settings, a variety of color selections capable of producing a range of contrast levels shall be provided. | **Supported** |  |
| (k) Software shall not use flashing or blinking text, objects, or other elements having a flash or blink frequency greater than 2 Hz and lower than 55 Hz. | **Supported** |  |
| (l) When electronic forms are used, the form shall allow people using Assistive Technology to access the information, field elements, and functionality required for completion and submission of the form, including all directions and cues. | **Supported with exceptions:**  Limitations to keyboard accessibility are detailed in section (a) above. | Forms in Office Project Portfolio Server 2007 are HTML-based and use standard HTML controls. |

**Section 1194.22 Web-based Internet information and applications - Detail**

**Voluntary Product Accessibility Template**

The information provided below applies to Office Project Web Access, the Web-based portal of Office Project Server 2007.

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| **Criteria** | **Supporting Features** | **Remarks and explanations** |
| (a) A text equivalent for every non-text element shall be provided (e.g., via "alt", "longdesc", or in element content). | **Supported with minor exceptions** | Alternative (ALT) text is provided for some images in Office Project Portfolio Server 2007 pages. |
| (b) Equivalent alternatives for any multimedia presentation shall be synchronized with the presentation. | **Not Applicable** |  |
| (c) Web pages shall be designed so that all information conveyed with color is also available without color, for example from context or markup. | **Supported** | In Office Project Portfolio Server 2007 pages and in the ActiveX controls, all information conveyed through color is also available through alternate means. |
| (d) Documents shall be organized so they are readable without requiring an associated style sheet. | **Supported** | Office Project Portfolio Server 2007 pages are generally readable without an associated style sheet. There are a few places where disabled buttons are hard to read due to lack of color, and the highlighted row cannot be ascertained as mentioned in (c) above. |
| (e) Redundant text links shall be provided for each active region of a server-side image map. | **Not Applicable** | Server-side image maps are not used in Office Project Portfolio Server 2007. |
| (f) Client-side image maps shall be provided instead of server-side image maps except where the regions cannot be defined with an available geometric shape. | **Not Applicable** | Client-side image maps are not used in Office Project Portfolio Server 2007. |
| (g) Row and column headers shall be identified for data tables. | **Not Supported** |  |
| (h) Markup shall be used to associate data cells and header cells for data tables that have two or more logical levels of row or column headers. | **Not Supported** |  |
| (i) Frames shall be titled with text that facilitates frame identification and navigation | **Not Applicable** | Office Project Portfolio Server 2007 does not use frames. |
| (j) Pages shall be designed to avoid causing the screen to flicker with a frequency greater than 2 Hz and lower than 55 Hz. | **Supported** |  |
| (k) A text-only page, with equivalent information or functionality, shall be provided to make a web site comply with the provisions of this part, when compliance cannot be accomplished in any other way. The content of the text-only page shall be updated whenever the primary page changes. | **Not Supported** | Office Project Portfolio Server 2007 does not provide text-only pages as an alternative solution to the standard set of pages. |
| (l) When pages utilize scripting languages to display content, or to create interface elements, the information provided by the script shall be identified with functional text that can be read by Assistive Technology. | **Not Supported** | HTML markup generated via Javascript, such as pop-up divs, are not accessible. |
| (m) When a web page requires that an applet, plug-in or other application be present on the client system to interpret page content, the page must provide a link to a plug-in or applet that complies with §1194.21(a) through (l). | **Not Supported** | Some features in Office Project Portfolio Server 2007 require ActiveX. The ActiveX controls are not fully compliant with 1194.21(a-l). |
| (n) When electronic forms are designed to be completed on-line, the form shall allow people using Assistive Technology to access the information, field elements, and functionality required for completion and submission of the form, including all directions and cues. | **Supported with exceptions** | Office Project Portfolio Server 2007 forms use standard HTML controls, however there are accessibility issues accessing the buttons on the bottom of most pages. |
| (o) A method shall be provided that permits users to skip repetitive navigation links. | **Not Supported** | Although there is no mechanism for skipping repetitive links, the total number of repetitive links on any given page is fairly small. |
| (p) When a timed response is required, the user shall be alerted and given sufficient time to indicate more time is required. | **Supported with exceptions** | The only place where a timed response is used is session timeouts for Office Project Portfolio Server 2007 pages. The administrator can set the session timeout on the server; this setting applies to all users. |

**Section 1194.31 Functional Performance Criteria - Detail   
Voluntary Product Accessibility Template**

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| **Criteria** | **Supporting Features** | **Remarks and explanations** |
| (a) At least one mode of operation and information retrieval that does not require user vision shall be provided, or support for Assistive Technology used by people who are blind or visually impaired shall be provided. | **Supported with exceptions** | Commonly used assistive technologies, such as screen readers, can be used with certain features of Portfolio Server 2007, such as the primary Portfolio Scorecard view. However, the Optimizer and numerous other features do not fully support Assistive Technology. Users of Assistive Technology should contact their assistive technology vendor to assess the compatibility of specific assistive technology with Microsoft products and to learn how to adjust their settings to optimize interoperability.\* |
| (b) At least one mode of operation and information retrieval that does not require visual acuity greater than 20/70 shall be provided in audio and enlarged print output working together or independently, or support for Assistive Technology used by people who are visually impaired shall be provided. | **Supported** | Users of Microsoft Windows operating systems can change the DPI settings or access Magnifier in the Accessibility Options or in the Ease of Access section.  An assistive aid may also be used.\* |
| (c) At least one mode of operation and information retrieval that does not require user hearing shall be provided, or support for Assistive Technology used by people who are deaf or hard of hearing shall be provided | **Supported** | Sound is not used as a sole method of input/output in Office Project Portfolio Server 2007, so user hearing is not required. |
| (d) Where audio information is important for the use of a product, at least one mode of operation and information retrieval shall be provided in an enhanced auditory fashion, or support for assistive hearing devices shall be provided. | **Not Applicable** | Office Project Portfolio Server 2007 does not use auditory information. |
| (e) At least one mode of operation and information retrieval that does not require user speech shall be provided, or support for Assistive Technology used by people with disabilities shall be provided. | **Not Applicable** | Office Project Portfolio Server 2007 does not require user speech. |
| (f) At least one mode of operation and information retrieval that does not require fine motor control or simultaneous actions and that is operable with limited reach and strength shall be provided. | **Supported** **with exceptions** | Most features that require fine motor control are also accessible via the keyboard or through assistive aids.  Active X controls are not accessible via the keyboard. |

**Section 1194.41 Information, Documentation, and Support - Detail**

**Voluntary Product Accessibility Template**

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| **Criteria** | **Supporting Features** | **Remarks and explanations** |
| Section 1194.41 (a) Product Support Documentation provided to end-users shall be made available in alternate formats upon request, at no additional charge. | **Supported** |  |
| Section 1194.41 (b) Accessibility and Compatibility Features. End-users shall have access to a description of the accessibility and compatibility features of products in alternate formats or alternate methods upon request, at no additional charge. | **Not supported** |  |
| 1194.41 (c) Support Services for products shall accommodate the communication needs of end-users with disabilities. | **Supported** | Support for deaf and hard-of-hearing users is provided by text telephone (TTY/TDD, 425-635-4948 in the US) 24 hours a day, seven days a week including holidays. |

\*Note to AT Users: Upon the release of software upgrades, there is often a lag between the software release date and the time it takes for some Assistive Technology manufacturers to upgrade their software and device drivers to support these new releases. The manufacturer’s porting timeframe may be a factor in determining when you decide to upgrade to take advantage of new features in Microsoft © Office system. Microsoft provides the software code within its products to make our products "ready" for the AT devices and works closely with major AT providers in an effort to decrease the time to market for new versions of AT products. We encourage both end users and purchasers of AT to contact their AT manufacturer to determine the current compatibility of their existing AT with Microsoft products.

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Revised August 14, 2008. Microsoft regularly updates its websites and provides new information about the accessibility of products as that information becomes available.