

Checklist for Planning a Physical Fitness Program

Task	Assigned Responsibility/Date Completed
<p>Develop as a project within the Employee Wellness Committee.</p> <p>Utilize a team approach with individuals from a wide range of backgrounds and interests.</p>	
<p>Align the program with the overall mission, vision, and values of the agency.</p>	
<p>Perform a needs assessment to adapt the program to the needs of the employees and the organization.</p>	
<p>Identify available resources.</p>	
<p>Survey employee interests.</p>	
<p>Establish a statement of goals and objectives.</p>	
<p>Secure management support.</p>	
<p>Determine the scope of programs and facilities and the best way of providing these services.</p>	
<p>Develop an evaluation plan to measure program effectiveness.</p>	
<p>Negotiate or consult with unions, as appropriate.</p>	
<p>Assure that programs are safe, appropriate, and meet health industry standards as well as legal and ethical requirements.</p>	

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Consider liability issues and discuss with Regional Counsel how to reduce risk.	
Select qualified personnel to coordinate and operate the program.	
Market the programs with a variety of media and communication approaches.	
Ensure that programs are convenient and available to all employees.	
Provide a strong and varied communication plan.	
Develop an ongoing evaluation process to create accountability and a method of reporting to track progress.	
Consider federal tax rules governing providing fitness programs and facilities.	
Utilize the synergy between employee wellness and occupational health programs.	

