

Operational Plan

Assessor instructions: The students will need to fill out the table below based on the information provided in the case study. Their responses need to reflect the content in the sample answers below.

Name:	<<Insert your response here>> New Fitness Program Launch - Functional Fitness Fusion
Objective:	<<Insert your response here>> Successfully introduce a new fitness program to attract a wider range of members and enhance the gym's offerings.
Description:	<<Insert your response here>> The "Functional Fitness Fusion" program is designed to offer a comprehensive and dynamic approach to fitness by combining functional training, HIIT (High-Intensity Interval Training), and flexibility exercises.
Implementation:	<<Insert your response here>> Bounce Fitness will implement a program testing strategy to launch the new fitness program. A specific group of members will participate in the pilot program. This group should be diverse in fitness levels and goals to capture a range of perspectives. By utilising the pilot program and gradual rollout approach, Bounce Fitness will effectively introduce and refine a new fitness program, enhancing member engagement and ensuring a successful launch.
Timeline:	<<Insert your response here>> Three months
Budget:	<<Insert your response here>> \$5,000

Assessor instructions: The students will need to fill out the resource requirements as identified and agreed upon in the meeting. Their responses need to reflect the content in the sample answers below.

Resource Requirements
Human Resources
<<Insert your response here>> A new fitness instructor who specialises in this area as no one can currently develop and teach the class.

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Physical Resources (Equipment)
<<Insert your response here>> <i>The equipment needs to be consistent with what was agreed during the role play in Assessment 2, Task 1 a.</i> <ul style="list-style-type: none"> • 20 packs of 5 loop bands • 20 yoga mats
Space Requirements
<<Insert your response here>> <i>The space requirements to be consistent with what was agreed during the role play in Assessment 2, Task 1 a.</i> A 70 m ² room to deliver the class.

Assessor instructions: The students will need to identify three [3] contingencies relating to the plan, assess and rate them and provide a way they will be managed and the person responsible.

Student may identify different contingencies, but their responses need to relate to the plan they are working on. For example, they cannot identify, as a contingency for launching the new program, a problem with software, as there is no mention of needing software to launch the program.

The assessment of the likelihood and the impact of each contingency, as well as the rating, needs to be reasonable. For example, for a risk such as the lack of participant engagement, the impact cannot be catastrophic.

For the person responsible, students can choose a person responsible from either Sydney Staffing or the Organisational Chart. The person's role needs to relate to the contingency identified.

For Assessment 2 Task 2e: If the student did not identify as a contingency the delay in equipment delivery, they would have to add it now. In the section on how it will be managed, they will have to insert the strategy that was agreed in the meeting in Task 2e.

Sample answers are provided below.

Contingencies <i>Identify three [3] contingencies</i>	Likelihood <i>Assess the likelihood using the Risk Matrix below</i>	Impact <i>Assess the impact using the Risk Matrix below</i>	Rating <i>Rate the risk using the Risk Matrix below, e.g., low, moderate, etc.</i>	How will it be managed <i>Explain how each contingency will be managed.</i>	Person Responsible <i>[Choose which person will be responsible for carrying out the task. Use Sydney Staffing and Organisational</i>

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				[Approx. word count: 40 – 60 words]	<i>Chart to allocate responsibilities</i>
<<Insert your response here>> Lack of participant engagement	<<Insert your response here>> Moderate	<<Insert your response here>> Moderate	<<Insert your response here>> Medium	<<Insert your response here>> Regular Communication: Maintain consistent communication with participants, providing updates, tips, and motivation to keep them engaged.	<<Insert your response here>> Martin Saunders, Assistant Manager
<<Insert your response here>> Equipment and Facility Issues	<<Insert your response here>> Likely	<<Insert your response here>> Moderate	<<Insert your response here>> Medium	<<Insert your response here>> Regular monitoring of the equipment: Regularly review the equipment and the room to ensure it is safe and well-maintained.	<<Insert your response here>> Jacinta Scotts, Sydney Centre Manager
<<Insert your response here>> Exceeding Budget	<<Insert your response here>> Unlikely	<<Insert your response here>> Major	<<Insert your response here>> Medium	<<Insert your response here>> Ensuring the equipment that will be purchased, the fitness instructor's wages and any other costs are monitored regularly to ensure they will be	<<Insert your response here>> Jacinta Scotts, Sydney Centre Manager

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				within the budget allocated.	
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Risk Matrix						
Likelihood	Impact					
		Insignificant	Minor	Moderate	Major	Catastrophic
	Rare	Low	Low	Low	Medium	High
	Unlikely	Low	Low	Low	Medium	High
	Moderate	Low	Low	Medium	Medium	High
	Likely	Low	Medium	Medium	High	High
	Certain	Medium	Medium	High	High	High

Assessor instructions: The students will need to fill out the action plan by identifying the actions that need to be implemented. Students may identify different actions, but they will at least need to include the three (3) provided in the sample answer. They might break down these actions into smaller actionable steps.

For the person responsible, students can choose a person responsible from either Sydney Staffing or the Organisational Chart. The person's role needs to relate to the contingency identified.

For Assessment 2 Task 2e: The students will need to add an extra action of monitoring the delivery of the equipment and assign it to Martin Saunders.

Action Plan			
Action <i>What needs to be done – List all the actions that need to be done for the successful implementation of the plan. Add more rows if needed.</i>	Person Responsible <i>By whom – choose the person responsible for each action. Use Sydney Staffing and Organisational Chart to allocate responsibilities.</i>	Completion Date <i>By when – choose the date you would like each task completed.</i>	Review Date

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Hire a new fitness instructor	HR Manager, Laura Irish	Click or tap to enter a date.	Click or tap to enter a date.
Purchase Equipment	Sydney Centre Manager, Jacinta Scotts	Click or tap to enter a date.	Click or tap to enter a date.
		Click or tap to enter a date.	Click or tap to enter a date.
		Click or tap to enter a date.	Click or tap to enter a date.
		Click or tap to enter a date.	Click or tap to enter a date.
		Click or tap to enter a date.	Click or tap to enter a date.

Variation Recommendations

Record the recommendations for variation.

(Approx. word count: 100 – 150 words)

This section will need to be completed for Assessment 2 Task 4c and for Assessment 3 Task 3c

<<Insert your response here>>

- The program will have to be redesigned to address all fitness levels. John will work on recreating the content. This action will take 5 working days. That will result in delaying the final launch of the program to a wider audience. The plan is already 4 days overdue.
- Martin will rearrange the class schedule, offering 2 morning classes and 2 evening classes per week. This will result in more sessions for the fitness instructor and an adjustment to his contact and payment. John is currently getting paid for 2 classes per week.
- You agreed that it is a good idea to try the new approach for an extra 2 weeks. With the adjustments specified, you will be over budget by \$340.