

Coordinators Resource

Workplace Challenge implementation timeline

How quickly can I have a 10,000 Steps Australia workplace challenge up and running?

Implementing your turnkey 10,000 Steps Australia workplace challenge won't have you under 'mouse arrest' for months on end. It is an intuitive, streamlined process that will have your workplace ready to walk within 4 to 6 weeks.

Smaller organisations with 30 to 100 participants can easily have their employees with pedometers at the ready and on the starter's block within 30 days.

Medium-sized to larger organisations with 100+ participants and multi-site locations should plan for a 6-week implementation period to allow for quality promotion, registration of participants, team creation, and delivery and distribution of Pedometer Welcome Packs.

Should you need a helping hand...

Meet Veronica, your PA!

One of the unique elements of 10,000 Steps Australia is that you have by your side Veronica – your 24/7 virtual PA. Once you've set your challenge start date, she automatically creates a pre-challenge timeline and interactive checklist to help keep you on track. Whilst she won't make you coffee or pick up your dry cleaning, she does give you gentle reminders to ensure teams are being created on schedule and Pedometer Packs are ready to go.

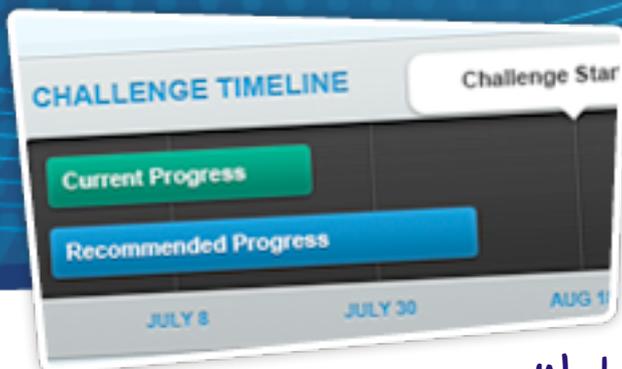
So let us walk you through your simple timeline.

A typical timeline for a small organisation (30 to 100 participants)

Day 1 to 2

- Create company account
- Set challenge start date & customize website
- Commence promotion of the event

Workplace pedometer challenge - www.10000StepsAustralia.com



10,000
Steps Australia

Workplace Challenge implementation timeline continued

Day 2 to 10

- Open registration to all employees
- Start team building

Day 11 to 12

- Registration closes
- Finalize teams
- Order Pedometer Packs / create invoice

Day 13 to 23

- Pedometer Packs in transit (allow 7 to 10 days for delivery)

Day 24 to 29

- Distribute Pedometer Packs

Day 30

- Challenge goes live!

A typical timeline for a medium-sized to larger workplace (100+ participants)

We recommend larger workplaces allow additional time to rally the troops and equip them with their pedometers.

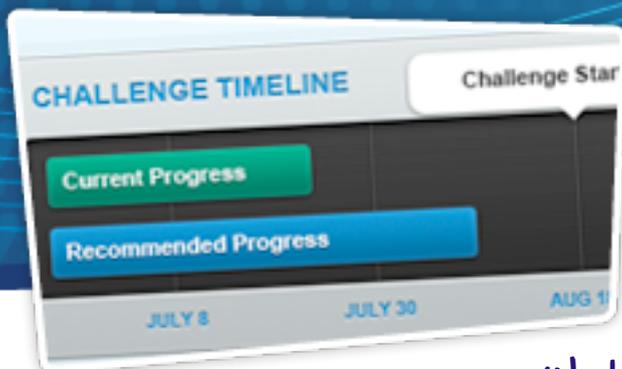
Promoting the event

If your workplace has multiple sites, it can be challenging for the workplace coordinator to touch base with department heads/team leaders prior to and during the registration and team building process. Allow an additional 7 days to promote the event to ensure maximum participation.

Distributing the Pedometers

Pedometer Packs are sent to ONE central location. If you have multiple sites or locations in remote areas, we suggest you allow an additional 7 days for pedometer distribution.

Workplace pedometer challenge - www.10000StepsAustralia.com



Workplace Challenge implementation timeline continued

All together, if you add between 14 to 20 days on top of the time line above, you'll easily have your 10,000 Steps Australia workplace challenge up and running within 6 weeks.

Follow these 5 tips and fast track your workplace challenge timeline.

1. **Have a plan** – before setting your challenge start date, consider the size of your workplace. Using the timeline above, select a challenge start date that allows you to comfortably manage the registration and promotion of the event.
2. **Communicate** – talk, talk talk. Try to make your 10,000 steps workplace challenge as viral as possible. Use the downloadable PDF posters, e-flyers and sample broadcast email text available to spread the word. You'll find all these in your coordinator's resource widget.
3. **Encourage staff members** to volunteer to be team captain – This is a huge help when it comes to building teams. *Life as a team captain is no sweat.*
4. **Customize your website and challenge** – upload your company logo, add articles and create virtual trophies.
5. **Familiarize yourself** with the coordinator's dashboard and the pre-challenge checklist. Of course, Veronica's on hand to help guide you.

And that's it! We've refined the process of implementation and created an on-demand, cost-effective and intuitive challenge for you to roll out.

All that's left to do is make use of all the resources you have at your fingertips, and see your employees get inspired to walk more and sit less!

About

10,000 Steps Australia is a pedometer workplace challenge that is uniquely on demand and customizable. Our walking experts have combined intelligent design with up-to-the-minute technology to create an interactive step challenge that inspires employees to be active, and provides coordinators with a turnkey solution to running a successful corporate wellness program. If your organisation is interested in taking up the challenge, contact us for a [live demo](#).

Workplace pedometer challenge - www.10000StepsAustralia.com