



Discount Fitness Club Network Planning Checklist

<p>Assess the need for a discount fitness club network (DFCN) service for your work force.</p> <ul style="list-style-type: none">• Assess the environment. Conduct building audits at all work site locations to assess the presence or absence of on-site fitness facilities.• Assess employee need; do employees already have access to a DFCN through other means?• Assess employee interest; seek employee input on desirable DFCN attributes.
<p>Develop DFCN selection criteria.</p> <ul style="list-style-type: none">• Include employee input on desired services.• Include the scope of services (i.e., administrative duties, usage data collection, promotional materials) required to meet the needs of your program.
<p>Conduct a DFCN search.</p> <ul style="list-style-type: none">• Obtain guidance from appropriate agency or company experts (human resources, contract, or legal department) regarding internal procurement rules and regulations that affect how you conduct your DFCN search and selection.
<p>Select a DFCN that meets your selection criteria.</p> <ul style="list-style-type: none">• Process written DFCN services agreement.
<p>Develop evaluation plan.</p> <ul style="list-style-type: none">• Before collecting data from employees, obtain guidance from appropriate agency experts to help determine what approvals may be needed. Various approvals may have requirements that influence the evaluation design. Federal agencies are subject to Office of Management and Budget (OMB) regulations and OMB approval may be needed.
<p>Develop a communication plan.</p> <ul style="list-style-type: none">• Determine appropriate communication strategies needed to promote the DFCN.• Identify people responsible for each communication strategy.• Develop a timeline and budget for implementation.• Develop or obtain promotional materials.
<p>Prepare for the launch of the DFCN services.</p> <ul style="list-style-type: none">• Implement communication plan.• Post and distribute promotional materials to employees.• Monitor employee response to and questions about the project; make adjustments as needed.
<p>Conduct evaluation.</p> <ul style="list-style-type: none">• Comply with all evaluation requirements, as advised by agency experts.• Collect data on DFCN services utilization and employee satisfaction.• Analyze data and use to improve DFCN services.



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