

# 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.

<b>Name:</b>	<<Insert your response here>> <b>Update Gym Equipment – Operational Plan</b>
<b>Objective:</b>	<<Insert your response here>> The gym equipment needs to be updated to ensure safety and improve members' experience.
<b>Description:</b>	<<Insert your response here>> Lately, there have been complaints and issues reported from members and employees in regard to the functionality, condition, and specifications of the equipment.
<b>Implementation:</b>	<<Insert your response here>> Bounce Fitness requires the centre manager to research, find and purchase the equipment that needs to be replaced from their supplier <a href="#">Commercial Fitness Equipment   Commercial Grade Gym Equipment for Sale</a> . The centre manager will then need to organise, monitor and review the delivery, installation and monitoring of the equipment.
<b>Timeline:</b>	<<Insert your response here>> Two months
<b>Budget:</b>	<<Insert your response here>> <b>\$30,000</b> for purchasing the new equipment The Finance Department allocates \$2,000/year for the maintenance costs of the gym equipment for each centre.

**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.

<b>Resource Requirements</b>
<b>Human Resources</b>
<<Insert your response here>> N/A
<b>Physical Resources (Equipment)</b>

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<<Insert your response here>> 3 treadmills 2 air bikes 2 elliptical trainers 1 leg press machine
<b>Space Requirements</b>
<<Insert your response here>> N/A

**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 for each plan, but their responses need to relate to the plan they are working on. For example, they cannot identify, as a contingency for the new equipment, a problem with not finding the equipment they need in stock, as the chosen supplier offers every piece of equipment required.

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.

**If the students did not identify issues with the equipment as a contingency in Assessment 3 Task 1b when they first developed the plan, they will need to add it in Task 3c as part of their Updated Operational Plan.**

Sample answers are provided below.

<b>Contingencies</b> <i>Identify three (3) contingencies</i>	<b>Likelihood</b> <i>Assess the likelihood using the Risk Matrix below</i>	<b>Impact</b> <i>Assess the impact using the Risk Matrix below</i>	<b>Rating</b> <i>Rate the risk using the Risk Matrix below, e.g., low, moderate, etc.</i>	<b>How will it be managed</b> <i>Explain how each contingency will be managed.</i>	<b>Person Responsible</b> <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>>  Delivery Issues	<<Insert your response here>>  Moderate	<<Insert your response here>>  Moderate	<<Insert your response here>>  Medium	<<Insert your response here>>  Communicate and monitor the delivery of the equipment.	<<Insert your response here>>  Jacinta Scotts, Sydney Centre Manager
<<Insert your response here>>  New Equipment Issues	<<Insert your response here>>  Likely	<<Insert your response here>>  Moderate	<<Insert your response here>>  Medium	<<Insert your response here>>  Testing and monitoring of the new equipment. If issues are identified early on, the equipment will need to be sent back and/or replaced.	<<Insert your response here>>  Martin Saunders, Assistant 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 costs are monitored regularly to ensure they will be within the budget allocated.	<<Insert your response here>>  Jacinta Scotts, Sydney Centre Manager

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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.

Students will need to include the following actions:

- organising the procurement, installation and monitoring of the equipment and identify themselves as the person responsible.
- monitoring the timely delivery and testing of the equipment once installed and identify Martin as the person responsible.

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.

In Assessment 3, Task 3c, students will need to include actions as they relate to borrowing elliptical trainers from another centre as part of their Updated Operational Plan.

Action Plan			
Action	Person Responsible <i>By whom - choose the person responsible for each action. Use <b>Sydney</b></i>	Completion Date	Review Date

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<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>	<i>Staffing and Organisational Chart to allocate responsibilities.</i>	<i>By when – choose the date you would like each task completed.</i>	
<b>Purchase Equipment</b>	<b>Sydney Centre Manager, Jacinta Scotts</b>	Click or tap to enter a date.	Click or tap to enter a date.
<b>Test Equipment</b>	<b>Assistant Manager, Martin Saunders</b>	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.

<b>Variation Recommendations</b>
<i>Record the recommendations for variation. [Approx. word count: 10 - 30 words]</i>
<b>This section will need to be completed for Assessment 2 Task 4c and for Assessment 3 Task 3c</b>
<<Insert your response here>> <i>The student's recommendation will need to relate to borrowing the elliptical trainers from another Bounce Fitness Centre for four weeks.</i>