

Goal 1 Intervention Worksheet

Intervention Name: StairWELL Initiative and Team Competition	
Goal (From WWAP)	Support employees in getting the recommended amount of physical activity
Objectives (From WWAP)	By September 2018, make at least one change to the work environment to create a supportive environment that encourages and supports physical activity while at work.
Type of Intervention	Environmental Support/Policy
Why are you doing this? (What is the problem this intervention addresses and data that identifies the problem)	We chose a StairWELL initiative because XYZ employees are generally sedentary. They are interested in team sports and the opportunity to be active during the workday. We'll add a team competition for the winter months. In Massachusetts 60% of adults are overweight/obese and 48% do not get the recommended amount of exercise.
Who is this for? (Target population from WWAP)	All XYZ employees
What is it? (High level program description)	StairWELL intervention including physical improvements, motivational signs and a team competition.
When will you implement it? (Timeline)	September 1, 2018
What results do you expect? (Expected Outcomes/Benefits/Measure of Success)	An increase in physical activity during the workday through use of the stairwells.
How will you evaluate it? (Tracking Process/Techniques)	Direct observation of number of people using the stairs
Total Intervention Budget	\$5,300
Clearance/consent requirements	Facilities and health/safety will provide
Incentives What type, criteria to earn	Team competition. Winning team selects next upgrade to stairwells.
Program Maintenance	Ongoing upkeep and upgrades to the stairwells



Intervention Project Plan – StairWELL Initiative

Task Name	Who	By When	Evaluation Measures/measures of success (process, short-term and intermediate outcomes)	Line Item Budget Materials, staff time, incentives, in-kind, other costs	Communications Recruitment Ongoing
1. Research CDC model and develop plan	Wellness Champion Donna and Wellness Committee	July 1	Plan completion	Time	Communication with Wellness Sponsor about plan
2. Plan approval	Wellness Sponsor	July 2	Approved plan	Time	Communication between Wellness Champion Donna and Wellness Sponsor John
3. Develop list of materials (paint, brushes, artwork)	Wellness Committee	July 7	List completion	Time and partial seed funding	Internal Wellness Committee Communication

4. Permits/consent clearance	Wellness Committee Member Ken from facilities	July 14	All clearances and permits obtained	Time and building permit fees	Internal and external communications with City of Worcester
5. Purchase materials	Wellness Committee Member Ken from facilities	July 14	Materials in house	Partial seed funding	Communication with Home Depot
6. Purchase posters from MA Clearinghouse	Wellness Committee Ken from facilities	July 14	Posters in house	Time and materials \$300 match	Communication with MA Clearinghouse
7. Frame posters	Wellness Committee Member Alex from facilities	July 21	Framed posters in house	Time and materials \$350 match	Communication with Michael's Framing Department
8. Schedule stairwell upgrades with facilities	Wellness Committee Member Alex from facilities	July 28	Schedule set	Time and partial seed funding to complete up	Communication with facilities and workers
9. Employee announcement	Wellness Sponsor	July 29	Announcement sent via email, check message, company intranet, bulletin board posters	Time	Sponsor to communicate with employees about upgrades and upcoming opening

10. Complete upgrades	Wellness Committee Members Alex and Ken and internal workers	August 1-21	Stairwell upgrades complete	Time and partial seed funding	Communication with facilities, workers and Sponsor.
11. Stairwell opening announcement and tour	Wellness Champion and Sponsor	August 22	Announcement sent via email, check message, company intranet, bulletin board posters	Time	Announcement from Wellness Sponsor and tour of stairwell and announcement of upcoming team competition for winter



Intervention Project Plan – Team Competition

Task Name	Who	By When	Evaluation Measures/measures of success (process, short-term and intermediate outcomes)	Line Item Budget Materials, staff time, incentives, in-kind, other costs	Communications Recruitment Ongoing
1. Develop team competition plan	Wellness Committee	October 31	Plan, timeline and logistics document for team formation and tracking	Time	Internal communication with department heads and shift managers
2. Plan incentives – winning team decides on next stairwell upgrade	Wellness Committee	November 15	Time and materials	Budget for next upgrade to stairwell	Include in competition announcement
3. Plan and produce marketing materials	Wellness Committee with Member Lisa from Marketing	December 1	Time and materials	Partial seed funding	Communication with Marketing Communications, printers, Wellness

	Communications				Sponsor
4. Purchase simple pedometers	Wellness Committee Member Eric from finance	December 1	Pedometers in house	Partial seed funding	Communications with pedometer supplier
5. Announce team competition	Wellness Sponsor John and Marketing Communications Team Member Lisa	December 1	Number employees reached by communications	Time	Communication via multiple channels – email, paycheck, posters, flyers
6. Formulate teams	Participants sign up	Month of December	Participation	Time	Recruit teams via multiple channels
7. Team competition launch day	Wellness Committee	January 1 Winter months	Participation	Time and materials	Official launch from Wellness Sponsor. Posters at stairwells
8. Ongoing communications and tracking	Wellness Committee and Marketing Communications Team Member Lisa	Throughout competition	Internal vibe about competition, ongoing participation	Time	Periodic updates to drive motivation