



Use this checklist to monitor your progress through the CREATE phase of your program. Note any comments or difficulties you have encountered along the way.

Task	Comments	Status and Date
Management team is on board and supports the program		
Someone has been designated to coordinate the program		
A health and well-being committee is in place to provide support to the coordinator		
You have identified enthusiastic individuals to act as champions to promote certain aspects of the program		
A budget has been allocated towards the program		
You have assessed the workplace environment (both physical and policy) and considered how this will impact on your program		
You know how healthy and active your workforce is		
You know what your employees likes and dislikes are in terms of activities and programs that they would participate in		