**PROJECT PLAN SCOPE (MECCA)**

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| --- | --- |
| **PROJECT NO.** | **DATE SUBMITTED** |
| Assignment 2 (Tutorial 2c) | 02/05/2023 |
| **PROJECT OBJECTIVES** | |
| To build a safe space for people with any disability for an opportunity to connect and improve their health and fitness. | |

## Step 1. Project Deliverables

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| **DELIVERABLE NO.** | **DESCRIPTION** |
| 1 | Equipment designed to perform safe physical exercise with little to no risk |
| 2 | Trainers and staff who are qualified and trained to work in adaptive fitness |
| 3 | Facility that is accessible with open and free spacing |
| 4 | Fitness programs that are tailored to the needs of people with disabilities |
| 5 | Marketing plan to promote the gym to healthcare providers and disability organizations, people with disabilities and their families. |

## Step 2. List of Project Tasks

List all project tasks to be completed, based on the deliverables listed in the previous section. Do not list dates. Add more rows as necessary.

|  |  |  |
| --- | --- | --- |
| **TASK NO.** | **DESCRIPTION** | **FOR DELIVERABLE NO. …**  **ENTER TASK #** |
| 1 | Research – conduct research on the different types of disabilities the gym will cater to with the specific accommodating equipment. |  |
| 2 | Equipment – customize or purchase equipment that is specifically designed for people with disabilities. |  |
| 3 | Facility – modify and design facility to ensure full accessibility with low sensory, dimmed lights, light music, spacing and padding everywhere. |  |
| 4 | Staffing – Hire staff and trainers who have experience in working with people with disabilities and special tailor fitness training |  |
| 5. | Programs – Fitness programs, schedules for personal and group style classes |  |
| 6 | Promoting – Marketing the gym across social platforms and approaching health facilities or families |  |
|  |  |  |

## Step 3. Out of Scope

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| This project **will NOT accomplish or include** the following: | Feasibility/Funding constraints |

## Step 4. Project Assumptions

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| **NO.** | **ASSUMPTION** |
| 1 | Longevity building a strong community long term relationships |
| 2 | Government funding |
| 3 | Increased membership rates |

## Step 5. Project Constraints

|  |  |
| --- | --- |
| **PROJECT START DATE** | 02/05/2023 |
| **LAUNCH / GO-LIVE DATE** | 02/08/2023 |
| **PROJECT END DATE** | 02/08/2023 |
| **LIST ANY HARD DEADLINE(S)** |  |
| **LIST OTHER DATES / DESCRIPTIONS OF KEY MILESTONES** |  |
| **BUDGET CONSTRAINTS** | $50,000.00 |
| **QUALITY OR PERFORMANCE CONSTRAINTS** | Suitable and meets health and safety policy and requirements |
| **EQUIPMENT / PERSONNEL CONSTRAINTS** | All equipment to be suitable and safe |
| **REGULATORY CONSTRAINTS** | Registering the Mecca business with Companies Office or NZBN, Register with Inland Revenue tax purposes, Gym membership policies, terms and conditions. |

## Step 6. Updated Estimates

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| --- | --- |
| **Estimate the hours required to complete the project.** | 100 hours |

## Step 7. Approvals

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| --- | --- | --- | --- |
| **STAKEHOLDER NAME & TITLE** | **ROLE OF STAKEHOLDER / APPROVER** | **DATE SUBMITTED FOR APPROVAL** | **DATE APPROVAL RECEIVED** |
| Ministry of Health | Investors |  |  |
| Healthcare Disability |  |  |  |
| Autism NZ |  |  |  |
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