**ORGANISATION NAME**

The 10,000 Steps Project is seeking case reports to highlight the use of the 10,000 Steps resources and materials by Coordinators. These reports provide a great overview of the different approaches that Coordinators have taken which can provide an example to assist other organisations to implement similar programs in the future.

If you would like to submit a case report, please provide information under the below headings and limit your word count to 800-1000 words. Once completed, please return the document to 10,000 Steps Project Office via email 10000steps@cqu.edu.au. Your contribution is greatly appreciated, and we look forward to working with you in the future.

### **Background**

Include location, setting and need for the 10,000 Steps program.

### **Partners Involved**

If applicable, indicate the partners who were involved and made contributions - community groups/organisations, government, non-government, successful grants obtained etc.

### **Objectives**

Explain the main objectives/aims of implementing 10,000 Steps.

### **Implementation Strategies**

Include which 10,000 Steps Challenges/Tournaments were used.

### **Outcomes**

Include any formal evaluation and any process evaluation such as the number of individuals which participated etc.

### **Future Directions**

Please provide information on the long-term effects of implementing your program and your plans for future health initiatives in your workplace.

### **Lessons Learnt**

Provide some insight into what went well, what didn’t and any suggestions for future implementation of the program.

### **Total Project Costs**

Include where money for pedometers and prizes was sourced.

### **Timeframes**

Information relating to when you started your Challenge, length of Challenge and if you intend on implementing the program again.