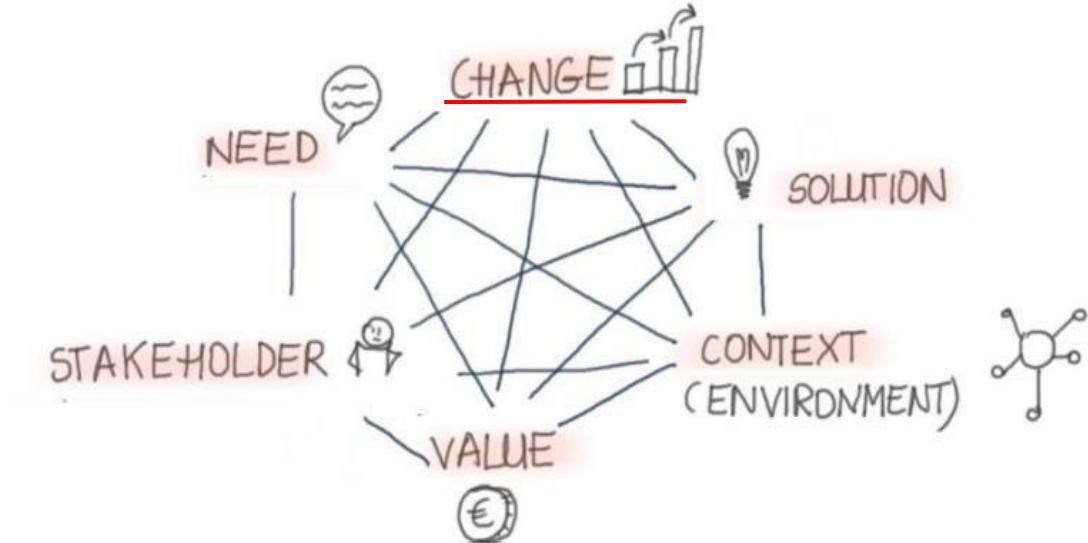


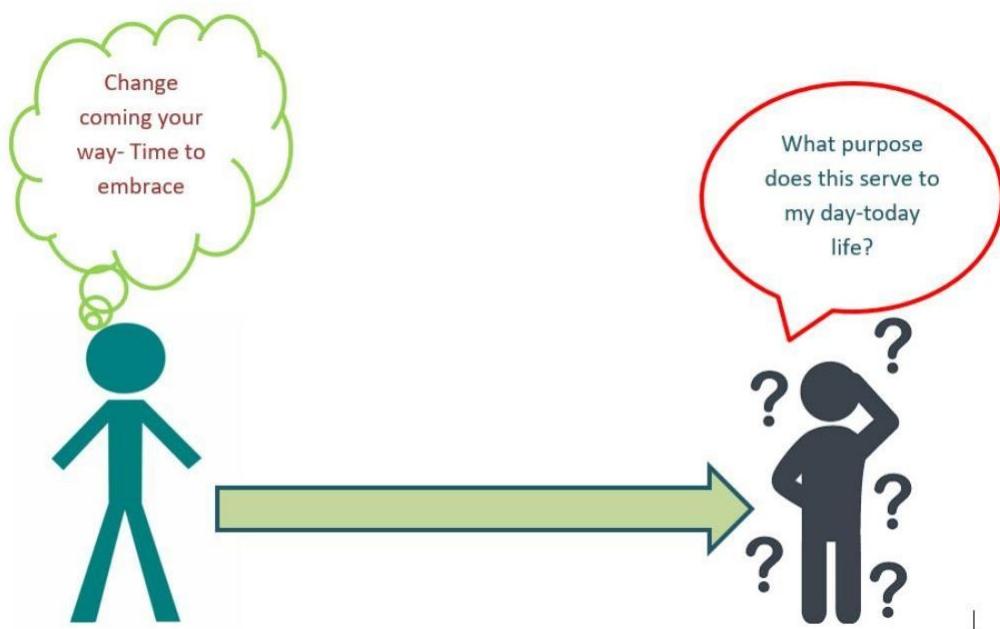
Business Analysis

Change



What is change?

Change is the transition of an organization, system, or team from the current state (“as-is”) to the desired state (“to-be”), aimed at achieving business goals and increasing efficiency.



Improving the work of the PA program

As highlighted earlier, the PE program faces several key challenges:

Equipment is often unavailable, lost, or broken when needed.

Storage and facilities are disorganized and inefficiently laid out.

The schedule for activities and access is impractical and creates conflict.

Student and staff satisfaction with the PE experience is low.

The current situation looks like this: Equipment utilization is haphazard, students frequently cannot access resources, and staff spend excessive time on logistics rather than instruction. This leads to low participation, frustration, and missed developmental opportunities.

Indicator	Current State (As-Is)	Target State (To-Be)	Gap
Equipment Availability Rate	60% (items available when needed)	95%	+35%
Student Satisfaction with PE Access	45%	85%	+40%
Average Time to Locate/Set Up Equipment	12 minutes	< 3 minutes	-9 minutes
Facility Utilization Rate During Peak Hours	70% (with high conflict)	90% (with optimized scheduling)	+20%

Our goal is to create a reliable, accessible, and well-organized PE system that supports student engagement, ensures safety, and operates efficiently.

ToDo (Measures to achieve the goal)

1. Organizational & Process Measures
2. Implement a digital equipment booking and inventory management system.
3. Redesign the class and facility schedule using smart software to avoid conflicts and spread demand.
4. Introduce clear, standardized procedures for equipment checkout, return, and reporting issues.
5. Operational & Maintenance Measures
6. Establish a regular equipment auditing and preventive maintenance schedule.
7. Update and diversify the equipment inventory based on student feedback and curriculum needs.
8. Create a fast-response process for repairing or replacing damaged items.
9. Infrastructural & Spatial Measures
10. Redesign storage areas with proper zoning, labeling, and accessible racks/shelving.
11. Reconfigure multi-purpose spaces to allow simultaneous, safe use by different groups.
12. Install digital signage or status boards at key locations showing real-time facility and equipment availability.