

Exercise Planning Checklist

CONCEPT & OBJECTIVES MEETING (C&O):

- Coordinate meeting logistics, prepare and send invitations
- Develop draft exercise scope, objectives, and aligned core capabilities
- Identify/confirm Exercise Planning Team
- Develop and distribute meeting minutes

INITIAL PLANNING MEETING (IPM):

- Coordinate meeting logistics, prepare and send invitations
- Identify exercise design and development elements and begin development of exercise documentation
- Scenario, threat/hazard, scope, objectives, and core capabilities
- Evaluation requirements (capability targets and critical tasks)
- Exercise staffing requirements
- Exercise logistics (date, location, including breakout locations or specific exercise play sites, if needed)
- A list of exercise participants
- Assign responsibilities and due dates for tasks and determine date for next planning meeting
- Develop and distribute meeting minutes

MID-TERM PLANNING MEETING (MPM):

- Coordinate meeting logistics, prepare and send invitations
- Review and refine all exercise materials, documents, and tasks
- Assign responsibilities and due dates for tasks, and determine date for next planning conference
- Develop and distribute meeting minutes

MASTER SCENARIO EVENTS LIST (MSEL) PLANNING MEETING (if needed):

- Coordinate meeting logistics, prepare and send invitations
- Review and develop MSEL injects

FINAL PLANNING MEETING (FPM):

- Coordinate meeting logistics, prepare and send invitations
- Review and approve all exercise documents
- Finalize exercise staffing (including facilitators/controllers, evaluators, and support staff)
- Confirm all exercise logistical elements (including exercise site(s), equipment, and schedule)
- Schedule After Action Meeting
- Develop and distribute meeting minutes

Prior to Exercise

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| <input type="checkbox"/> Controller/Evaluator (C/E) Brief | <input type="checkbox"/> Exercise Plan (ExPlan) |
| <input type="checkbox"/> C/E Handbook | <input type="checkbox"/> Master Scenario Events List (MSEL) |
| <input type="checkbox"/> Exercise Evaluation Guides (EEG) | <input type="checkbox"/> Participant Feedback Form |
| <input type="checkbox"/> Player Brief | <input type="checkbox"/> Situation Manual (SitMan) |

Post Exercise

- C/E Debrief
- After Action Report/Improvement Plan