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
- Controller/Evaluator (C/E) Brief
- C/E Handbook
- Exercise Evaluation Guides (EEG)
- Player Brief
- Exercise Plan (ExPlan)
- Master Scenario Events List (MSEL)
- Participant Feedback Form
- Situation Manual (SitMan)

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