

***4-6 weeks***

***1-5 days***

**Functional Exercise (FX) Project Checklist**

***1-3 days***

***1-2 months prior to FX***

Conduct

Planning

Scope the FX (i.e. Concept Note)

Establish the Exercise Management Team

Define the project management plan

Identify the participants

Define the evaluation strategy

Manage administrative tasks and logistics

*If required, set the media, press release and communications strategy*

*If required, assess safety and security*

Material Development

Review the Concept Note

Research the context & gather reference materials

Write the master scenario

Develop the injects and inject matrix

Fully develop and write out all planned injects

Develop evaluation material

Develop the exercise handbook and/or briefings

*If required, draft opening or closing remarks*

Set up

Setup the exercise venue(s)

Setup the exercise control room

Check all equipment

Brief the exercise management team

Functional Exercise (FX) Project Checklist

***1 week***

Post-Exercise

Results and Follow up

Debrief the Exercise Management team

Debrief senior-level management

Develop the Exercise Report

Close project administrative tasks and logistics

*If required, write the Internal Mission Report*

Conduct

Welcome and opening

Brief participants on the simulation exercise

Start the exercise

Run/control the exercise

Capture the outcomes

End the exercise

Conduct an initial exercise debrief (Hot Wash)

Conduct a main exercise debrief workshop

Close the exercise

Exercise Conduct

Pre-Exercise