

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, draft the Internal Mission Report*

**Full-scale/Field Exercise (FSX) Project Checklist**

Exercise Conduct

Post-Exercise

Conduct

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 (i.e. Hot Wash)

Conduct a main exercise debrief workshop

Close the exercise

***\* The timeline above is for Full-scale exercises. Field-exercises are shorter than Full-scale exercises: planning begins 8 weeks prior to the exercise, material development takes 8-10 weeks, exercise conduct takes 1 week, and post-exercise reporting takes 2 weeks.***

Full-scale/Field Exercise (FSX) Project Checklist

Planning

Scope the FSX (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

***2-4 weeks\****

***6 months prior to FSX\****

***1-2 weeks\****

***1 week\****

***4-5 months\****

Pre-Exercise