

Conduct

Planning

Scope the DR (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

Develop evaluation material

Develop the exercise handbook and/or briefings

Set up

Setup the exercise venue

Setup the exercise control room

Check all equipment

Brief the exercise management team

***1 day***

***2 weeks***

***1 or more days***

***1-2 months prior to DR***

Pre-Exercise

**Drill Exercise (DR) Project Checklist**

Drill Exercise (DR) Project Checklist

***1 week***

Exercise Conduct

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*

Post-Exercise

Conduct

Brief participants on the simulation exercise

Start the exercise

Run/control the exercise

Capture the outcomes

End the exercise

Conduct a debrief of the exercise

Close the exercise