

***2-5 days***

***1 day***

***1-2 months prior to TTX***

Planning

[ ]  Scope the TTX (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

[ ]  Develop the problem statements and scenario

[ ]  Write the injects

[ ]  Develop evaluation material

[ ]  Draft briefings

[ ]  Finalize the agenda and timing

[ ]  *If required, draft opening or closing remarks*

Set up

[ ]  Setup the exercise venue

[ ]  Brief the exercise management team

**Tabletop Exercise (TTX) Project Checklist**

Tabletop Exercise (TTX) Project Checklist

Conduct

Exercise Conduct

Pre-Exercise

***1 week***

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

[ ]  Welcome and opening

[ ]  Brief participants on the simulation exercise

[ ]  Start the exercise (i.e. present the narrative)

[ ]  Facilitate the exercise

[ ]  Capture the discussions

[ ]  End the exercise

[ ]  Conduct a debrief of the exercise

[ ]  Close the exercise

***1 day***