

***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**

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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***