

***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