

Discussion-based Exercise Master Task List  
Design, Development, Conduct, Evaluation Process

Tasks	Remarks	Responsibility	Due Date
<b>I. Foundation</b>			
Develop project management timeline			
Identify exercise planning team			
Assign responsibilities and due dates for each task			
<b>Planning Conferences</b>			
<b>Initial Planning Conference (IPC)</b>			
Develop sign-in sheets			
Develop agenda			
Develop presentation			
Assign responsibilities and due dates for each task			
Develop minutes			
<b>Final Planning Conference (FPC)</b>			
Develop sign-in sheets			
Develop agenda			
Develop minutes			
<b>II. Design and Development</b>			
<b>Scope</b>			
Identify design objectives			
Identify participants			
<b>Scenario</b>			
Identify the threat/hazard			
Identify the venue			
<b>Documentation</b>			
Develop Situation Manual (SITMAN)			
Develop Multi-media Presentation			
Develop Exercise Evaluation Guides (EEGs)			
<b>Media/Public Information</b>			
Develop media release/public information handout			
Develop media policy			
<b>Logistics</b>			
Reserve room (e.g., conference room, banquet hall)			
Arrange for food/refreshments			

<b>Tasks</b>	<b>Remarks</b>	<b>Responsibility</b>	<b>Due Date</b>
Arrange for audio/visual (e.g., projector, screen, speakers, microphones)			
Arrange for supplies (e.g., pens, markers, flipcharts)			
Develop badges, nametents, tabletents			
Develop sign-in sheets for registration			
<b>III. Conduct</b>			
Set up the room the day before exercise conduct			
Present and facilitate the exercise			
Distribute feedback forms to participants.			
Conduct a hotwash/debrief			
<b>IV. Evaluation</b>			
Develop After Action Report (AAR)			
Develop AAR letter of transmittal			
Access lessons learned/best practices database			
<b>V. Improvement Planning</b>			
Conduct After Action Conference			
Develop Improvement Plan (IP)			
Track implementation of AAR/IP			