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| [Exercise Name} | | |
|  | Task | Date Completed |
|  | Identify Key Members of Exercise Planning Team (EPT) |  |
|  | Set up EPT meetings/briefings and send Outlook invites (Initial Planning Conference, Midterm Planning Conference, MSEL Planning Conference, Eval Planning Conference, Final Planning Conference, Controller/Evaluator Brief, Hotwash, After Action Conference) |  |
|  | Set date for exercise and send Outlook invites |  |
|  | Determine exercise scope, objectives and participants |  |
|  | Determine scenario |  |
|  | Identify location and reserve rooms |  |
|  | Draft Situation Manual/Exercise Plan |  |
|  | Develop Master Scenario Events List (MSEL) |  |
|  | Determine locations for Controllers and Evaluators |  |
|  | Fill all Controller and Evaluator roles |  |
|  | Gather contact information for all Controllers/Evaluators |  |
|  | Create Controller/Evaluator Handbook |  |
|  | Logistics – food, supplies, etc. |  |
|  | Fill exercise binders |  |
|  | Conduct Exercise |  |
|  | Gather Evaluation forms and AAR input forms |  |
|  | Send out survey email to all participants requesting feedback |  |
|  | Create After Action Report/Improvement Plan (AAR/IP) |  |
|  | After the After Action Conference, send AAR to appropriate Committees for endorsement/approval |  |

Notes: