Appendix 1C

Exercise project plan

This template is designed as a project management checklist to guide the planning team, based on a discussion exercise. Many of the steps are unnecessary for an activation exercise.

Suggested wording is in black, which you may choose to use or amend. Delete or update guidance text in purple once complete.

EXERCISE NAME

|  |  |  |  |
| --- | --- | --- | --- |
| Action | By | Date | Comments |
| Initial planning meeting |  | -8 weeks |  |
| Exercise Concept sent for approval |  | -7 weeks | Appendix 1A/B and 1C  Usually approved by the LEMC – time this around their routine meetings |
| Exercise Concept and project plan approved |  | -6 weeks | Appendix 1C |
| Confirm planning group membership and schedule scenario development meetings |  | -6 weeks | Plan for two or three meetings of up to two hour’s duration, depending on the complexity of the story. Remember the point is to discuss spontaneous volunteering issues, so the story only needs to be detailed enough to paint the picture. |
| Identify stakeholders and initiate engagement |  | -6 weeks |  |
| Issue participant invitations |  | -6 weeks | Appendix 2 |
| Finalise room/venue bookings |  | -6 weeks | Appendix 3 |
| Planning group meetings to develop scenario |  | 6-4 weeks |  |
| General idea and special ideas finalised |  | -4 weeks | Appendix 4 |
| Exercise logistic requirements identified:   * Staffing * Equipment (e.g., audio-visual, whiteboards) * Catering * Parking * Signage |  | -4 weeks |  |
| Draft Facilitator Guide issued for comment |  | -4 weeks | Appendix 4 |
| Facilitator Guide approved |  | -3 weeks |  |
| Exercise support materials finalised |  | -2 weeks | Appendix 4 and 5 |
| Exercise logistics confirmed |  | -2 weeks |  |
| Exercise run-through |  | -1 week | A rehearsal is useful, particularly for an agency presentation exercise |
| Conduct exercise |  | Day zero | Appendix 6 |
| Collate and analyse feedback |  | +2 days | Appendix 7 and 7A |
| Draft exercise report – internal review |  | +1 week |  |
| Draft exercise report submitted |  | +2 weeks |  |