



DSHS Health and Medical Exercise & Evaluation Program
Recommended Exercise Planning Timeline
Discussion-Based Exercises

Activity	Task	Task Materials	Relationship to Key Events in Workdays/Weeks (Approximate)
Exercise Foundation	Develop exercise budget	<ul style="list-style-type: none"> Sponsor agency's budget format 	5 months before the exercise
	Identify Exercise Planning Team members	<ul style="list-style-type: none"> Exercise Planning Team organizational chart 	5 months before the exercise
	Formulate sponsoring agency's exercise concept and overarching objectives	<ul style="list-style-type: none"> Exercise Concept and Objectives (C&O) statement 	5 month before the exercise
Initial Planning Conference (IPC)	Develop IPC materials	<ul style="list-style-type: none"> IPC presentation Agenda Sign-in sheets Invitations Read-ahead materials Participating agency list 	3 to 4 weeks before the IPC
	Send IPC invitations and read-ahead packet to the Exercise Planning Team	<ul style="list-style-type: none"> Invitations Read-ahead materials 	2 to 3 weeks before the IPC
	Finalize the IPC materials	<ul style="list-style-type: none"> IPC presentation Agenda Sign-in sheets Master task list 	3 days before the IPC
	Conduct IPC (2 to 6 hours)	<ul style="list-style-type: none"> See list above 	3 months before the exercise
	Initial Master Scenario Events List (MSEL) development workshop (1 hour)	<ul style="list-style-type: none"> Draft MSEL 	Immediately following the IPS
	Provide IPC minutes and draft MSEL to the Exercise Planning Team members	<ul style="list-style-type: none"> IPC Minutes Draft MSEL 	7 to 9 days following the IPC
	Complete and submit the required Notification of Exercise Form	<ul style="list-style-type: none"> NoE Form 	7 to 9 days following the IPC



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Final Planning Conference (FPC)	Develop draft Situation Manual/ Player Handbook	<ul style="list-style-type: none"> • Draft Situation Manual/ Player Handbook 	2 weeks before the FPC
	Finalize FPC materials	<ul style="list-style-type: none"> • FPC presentation • Agenda • Master Task List • Sign-in sheets • Draft Situation Manual/Player Handbook • Player Feedback Forms • Exercise Evaluation Guides (EEGs) 	1 week before the FPC
	Conduct FPC (4 to 6 hours)	<ul style="list-style-type: none"> • See listing above 	6 weeks before the exercise
	Final MSEL development workshop (1 hour)	<ul style="list-style-type: none"> • Draft MSEL 	Immediately following the FPC
	Conduct walk through of the exercise site/facilities	<ul style="list-style-type: none"> • N/A 	Following the conclusion of the FPC
	Provide FPC minutes to the Exercise Planning Team	<ul style="list-style-type: none"> • FPC Minutes 	7 to 9 days following the FPC
Exercise Conduct	Finalize Situation Manual/Player Handbook and FPC presentation	<ul style="list-style-type: none"> • Situation Manual/Player Handbook • FPC Presentation • Player badges/identification 	10 days before the exercise
	Set up the facility and review the FPC presentation	<ul style="list-style-type: none"> • Room Layout • Presentation • Support materials (i.e. flip charts, etc.) 	1 day before the exercise
	Conduct the exercise (3 to 6 hours)	<ul style="list-style-type: none"> • Presentation • Situation Manual/Player Handbook 	Exercise



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Exercise Conduct	Conduct the exercise	<ul style="list-style-type: none"> Agenda Sign-in sheets Badges/participant identification 	Exercise
	Conduct a Player Hot Wash (1 to 1 ½ hours)	<ul style="list-style-type: none"> Participant Feedback Forms 	Immediately after the exercise
	Conduct Evaluator Debriefing	<ul style="list-style-type: none"> EEGs and other evaluator notes 	Immediately after the Player Hot Wash
After Action Report (AAR)/ Improvement Plan (IP)	Develop draft AAR/IP	<ul style="list-style-type: none"> Hot Wash minutes Participant feedback forms Draft AAR/IP 	3 weeks after the exercise
	Send draft AAR/IP to sponsoring agency and Exercise Planning Team	<ul style="list-style-type: none"> Draft AAR/IP 	4 weeks after the exercise
After Action Conference	Conduct After Action Conference (1 to 2 hours)	<ul style="list-style-type: none"> Presentation Agenda Sign-in sheets Draft AAR/IP 	5 weeks after the exercise
Final AAR/IP	Finalize AAR/IP and distribute to the sponsoring agency and Exercise Planning Team	<ul style="list-style-type: none"> Final AAR/IP 	2 months after the exercise
	Share lessons learned,, best practices, and successes identified in the final AAR/IP	<ul style="list-style-type: none"> Final AAR/IP 	2 months after the exercise
	Where the exercise was conducted to satisfy grant or other mandated requirements, submit to state and/or federal grant oversight agencies	<ul style="list-style-type: none"> Final AAR/IP (where specifically required metrics were measured, submit the appropriate data collection forms) 	No later than 2 months (60days) after the exercise