



exercise name:

document name: Master Task List

Tasks	Assigned to	Contact information	Date due	Date completed	Remarks
1. Foundation Phase					
Establish exercise design team					
Develop Master Task List					
Review Exercise Program Plan for completeness					
Confirm stakeholder buy-in and participation					
Develop exercise budget					
Develop project management timeline					
Schedule Initial Planning Conference and other milestones					
2. Design & Development Phase					
A. Initial Planning Conference					
Prepare/ send IPC invitations & read-ahead packets					
Develop IPC agenda, presentation, and sign-in sheets					
Determine exercise scope					
Develop exercise purpose statement					
Develop exercise objectives					
Develop expected actions					
Develop questions, tasks, and problem statements					
Develop evaluation criteria					
Determine exercise scenario					
Determine delivery method					
Identify exercise venue					
Begin development of exercise documentation					

Tasks	Assigned to	Contact information	Date due	Date completed	Remarks
Schedule Final Planning Conference					
Assign responsibilities and due dates for tasks					
Develop IPC minutes					
Schedule follow-up meetings					
Identify the threat/hazard and/or specific agent					
Develop scenario					
B. Documentation					
Develop Situation Manual (SITMAN)					
Develop Exercise Evaluation Guides (EEGs)					
Develop multimedia exercise presentation					
Develop participant invitation letter					
Develop participant sign-in sheet					
Develop participant feedback form					
Develop participant thank you letter					
C. Media-Public Information					
Develop media policy					
Develop media release/ public information handout					
D. Exercise Site Areas					
Designate media/observer area					
Designate registration area					
Designate parking area					
E. Logistics					
Arrange for use of exercise venue (reserve room/ use of facility)					
Arrange for participant parking at venue					
Arrange for audio/ visual equipment (e.g. microphones, screens, projectors)					

Tasks	Assigned to	Contact information	Date due	Date completed	Remarks
Arrange for exercise supplies (e.g. pens, markers, flipcharts)					
Develop mailing lists for exercise staff and players					
Develop ID badges, name tags and/or table tents, and sign-in sheets					
Arrange for restrooms					
Arrange for food and refreshments					
Develop signage					
Arrange for video recording of exercise					
F. Exercise Staffing					
Determine exercise staff requirements					
Select and train exercise staff					
G. Final Planning Conference					
Prepare/ send FPC invitations					
Develop agenda, read-ahead packets, and sign-in sheets					
Review all exercise materials, documents, and tasks					
Assign responsibilities and due dates for tasks					
Develop/ send FPC minutes					
3. Conduct Phase					
A. Briefings					
Conduct pre-exercise briefings					
Multimedia presentation					
B. Documentation					
Distribute SITMAN					
Distribute EEGs					
Distribute participant feedback forms					
C. Exercise Control					
Setup exercise site					

Tasks	Assigned to	Contact information	Date due	Date completed	Remarks
Conduct the exercise					
Conduct a post-exercise hot wash					
4. Evaluation Phase					
A. After Action Review					
Develop hot wash minutes					
Conduct C/E debrief					
Develop C/E debrief minutes					
Develop draft AAR					
Send draft AAR to exercise design team for review					
5. Improvement Planning Phase					
A. After Action Conference					
Schedule conference					
Prepare/ send invitations					
Conduct After Action Conference					
Finalize AAR					
Develop Improvement Plan					
B. Improvement Planning					
Share lessons learned, best practices, and successes identified in AAR					
Implement AAR/IP					
Track implementation of AAR/IP					