Detailed Planning – Options Development template

This template has been developed to assist with the Options Development step of the detailed planning process. It should be used to record the Planning team’s analysis and conclusions, and as an agenda for each planning meeting.

The template consists of a series of questions for each step. The aim is to discuss the questions, recording the conclusions reached from the discussion. The final step is for the Planning team to brief the Controller on its deductions.

Inputs

The main inputs into Options Development are:

* Controller’s guidance from Objective Analysis
* Objective Analysis conclusions
* List of Information Requirements
* HEA data
* Situation information.

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| Step 1: Situation Update |
| The Planning team representatives update each other on any changes in their function or agency areas:1. Planning timeline (Planning rep)
2. Hazard and environment information (Intelligence rep):
3. Response situation changes (Operations/Welfare reps):
4. Resource changes (Logistics rep and Liaison Officers):
5. Media changes (PIM rep)
6. Agency updates (Liaison Officers)
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| Step 2: Create option concepts |
| Using the broad options approved by the Controller at the Objective Analysis step, select 1-3 as the basis for further planning. The number of options developed will depend on the Controller’s guidance and the time available. |
| **Step 3: Develop option concepts**  |
| For each Option, determine:* 1. A short statement of intent describing the method, key tasks and endstate
	2. Describe the timeline for how the response will proceed
	3. Describe the control arrangements and structures required
	4. Allocate tasks to response elements and support agencies
	5. List any decision points
	6. List the key resources
	7. List the risks and vulnerabilities of the concept

Using the Option Statement templates, sketch and document the Option. |
| Step 4: Test options  |
| Test each option to ensure it is:1. Suitable: Does it meet the objectives given by the Controller?
2. Feasible: Can the option be achieved in the time and space, and with the resources available?
3. Acceptable: What is the degree of risk associated with the option? What is the probability that it will succeed in meeting the Controller’s objectives?
4. Sustainable: Can the option be supported by the logistics arrangements in place?
5. Distinguishable: Is the option easily distinguishable from the other options? Or are all the options just variations on a theme?
6. Complete: Does it plan from the starting state through to the endstate?
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| Step 5: Brief Controller  |
| Prepare an Options Development briefing for the Controller, in order to confirm the deductions made. The briefing should proceed as follows:

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| Subject | Speaker |
| Purpose of briefing, time analysis | Response Manager or Planning rep |
| Changes to hazard and environmental information, most dangerous and most likely hazard scenarios  | Intelligence rep |
| Brief on each option, giving a verbal and graphic description of how operations will proceed. The brief should follow this format:1. Concept
2. Key tasks
3. Control arrangements and structure
4. Decision points
5. Resource allocation
6. Key locations
7. Timeline
 | Option development team member (if separate teams have developed each option), or,Planning rep |
| Logistics supporting concept | Logistics rep |
| PIM concept and key messages | PIM rep |

At the end of this brief, the Controller may modify and/or confirm these options, allowing the Planning team to move onto the next step. If the Controller rejects these options, the Planning team returns to the start of this procedure. |