# Exercise [name] concept

The purpose of this Exercise Concept is to provide initial information on Exercise [insert name] and obtain official sign off.

## Overview

|  |  |
| --- | --- |
| Exercise need | Summary of the need to conduct this exercise. |
| Exercise aim |  |
| Exercise objectives | The exercise objectives could be included as an Appendix to this document. |
| Exercise date |  |
| Exercise theme |  |
| Exercise location |  |
| Exercise type | Orientation, drill, tabletop, functional, full-scale |
| Exercise design | How is the exercise to be delivered? Are there phases or separate sessions? |
| Exercise scope | What is included; what is excluded. |
| Exercise deliverables | Are there specific deliverables that are not covered by the exercise objectives? |
| Resourcing | This section could include budgeting, personnel, and equipment requirements and outline any constraints. |

## Exercise Governance and Management

|  |  |
| --- | --- |
| Exercise Governance Group |  |
| Lead agency |  |
| Exercise Director |  |
| Exercise Coordinator |  |
| Exercise Planning Team |  |
| Other key appointments | Exercise facilitators or evaluators |

## Participation

|  |  |
| --- | --- |
| Proposed participating agencies |  |

## Timeline of Key Milestones

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Timeline of key milestones | If known, fill out the following table:   |  |  | | --- | --- | | Milestone | Deadline | |  |  | |  |  | |  |  | |

## Approval

**[Name]**

[Title]

[Date]

## Appendix 1: Exercise Objectives

|  |  |  |  |
| --- | --- | --- | --- |
| NEP Objective | Exercise Objectives | Training Objectives | Key Performance Indicators  (if known – these don’t have to be included in this document) |
| *NO #* | 1. [Objective] | **1.1** [Training Objective] | **1.1.1** [KPI] |
| *NO #* | **2.0** [Objective] | **2.1** [Training Objective] | **2.1.1** [KPI] |
|  |  |  |  |