Quick Planning – Objective Analysis template

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

The template consists of a series of questions. The aim is to discuss each question, 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 Objective Analysis are:

* Higher response level Action Plan (if created)
* Controller’s Preliminary Scoping and guidance
* Hazard and Environment Analysis (HEA) data
* Situation information
* Initial Action Plan (if created)

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| Question 1: What is the situation? |
| Each member of the Planning team provides a brief update on their respective area of the response;

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| Speaker | Subject |
| Controller | * Higher intent (other Controllers, governance, management)
* Response objectives (if decided)
* The timeframe for planning and the operational period the Action Plan will cover
* Role of the coordination centre as part of the response
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| Intelligence rep | * Hazard situation
* Characteristics of the area of operations
* Any HEA analysis
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| Operations rep | * Response review, including other agency activations
* Initial response actions
* Previous Action Plans or Initial Action Plans
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| Welfare rep | * Current welfare dependency (who needs help, where)
* Current welfare arrangements and resources
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| PIM rep | * Media situation, audiences, coverage and angles, including social media
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| Logistics rep | * Critical resources available
* Resource shortfalls
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| Support agency reps | * Activation status
* Current response actions and planned activities
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| Technical experts | * Any relevant information
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| Key output: Shared situational awareness |

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| Question 2: What do we need to know? |
| Determine what gaps there are in the Planning team’s understanding of the situation, based on the discussions in the previous step. Note down these gaps as Information Requirements.Information Requirement 1: Information Requirement 2: Information Requirement 3: Information Requirement 4: Information Requirement 5: Assumption 1: Assumption 2: Assumption 3: Assumption 4: Assumption 5: Create as many Information Requirements as needed to define all of the information gaps. Intelligence will use these to create the Information Collection Plan |
| Key outputs: A list of Information Requirements and a list of Assumptions |
| **Question 3:** **What do we need to achieve?** |
| The Controller and staff can now determine what they must achieve during the response. This is the list of response objectives. The response objectives that this Action Plan addresses should be highlighted.Response Objective 1: Response Objective 2: Response Objective 3: Response Objective 4: Response Objective 5: Response Objective 6: If the Controller has set a list of response objectives, the Planning team analyses these and may suggest modifications. |
| Key output: A list of response objectives |

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| **Question 4: How do we achieve that?** |
| * Response objectives need to be broken down into tasks, so that they can be assigned. For each objective, determine what tasks have to be completed to deliver the objective, into a joint list with all other objectives.
* Determine which tasks are essential. These are the ones that have to be done otherwise the response objectives will fail. Ideally there will only be one or two.
* The essential tasks form the basis of the mission statement (see on page 24)
* Using the task list, discuss various ways in which the tasks could be completed (the order for completion, the timing, resource allocation, prioritisation etc.). The different ways to achieve them become broad response options.
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| Key outputs: A task list, mission statement and broad response options |
| **Final Action: Brief the Controller** |
| This step is only necessary if the Controller has not been part of the discussion. Prepare an Objective Analysis briefing for the Controller, in order to confirm the deductions made. The briefing should proceed as follows:

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| Subject | Speaker |
| HEA deductions, such as area of operations/interest, hazard evaluation (if available), hazard consequences (if available)  | Intelligence rep |
| Response review | Operations, Welfare reps |
| Media situation, audiences, coverage and angles, including social media | PIM rep |
| Outline higher Controller’s intent, governance context and outcomes, and role of the coordination centre | Planning rep |
| Recommended response objectives, if these are different from those given by the Controller | Planning rep |
| List essential tasks | Planning rep |
| List available and likely resources | Logistics rep |
| Likely Information Requests, in order of priority | Planning rep |
| Give draft mission statement | Response Manager or Planning rep |
| Outline broad response options | Response Manager or Planning rep |

At the end of this brief the Controller will confirm and/or amend the Objective Analysis, and give their guidance for further planning. |