**Exercise Planning Template**

**PURPOSE**

This form is designed to facilitate planning for exercises. The first section will help state objectives and desired outcomes from the planning session. The second section identifies participants and helps prepare them for discussion. The more preparation, the better the end product.

**DIRECTIONS**

* Identify exercise leads and type of exercise (seminar, workshop, tabletop, game, drill, functional, full scale).
* Complete the purpose, scope, goal, and objectives. Invite staff and other organizations as appropriate.
* Include name and contact information for each participant.
* Identify and assign specific materials for participants to develop or provide.

..........................................................................................................................................................................................

##### Step 1: Exercise Planning/Identification of Desired Outcomes

|  |
| --- |
| **Planning meeting date/time/duration:** |
| **Exercise lead:**Name Title Agency Phone E-mail |
| **Exercise title and proposed date(s):** |
| **Exercise type:** |
| **Exercise purpose and scope:** |
| **Exercise goal:** |
| **Exercise objectives/desired outcomes:** |

#####

#####  Step 2: Exercise Planning/Identification of Participant Roles/Responsibilities

|  |
| --- |
| **Planning meeting date/time/duration:** |
| **Exercise lead:**Name Title Agency Phone E-mail |
| **Water System Departments** | **Participants** | **Date and Materials** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Partner Organizations** | **Participants** | **Date and Materials** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |