

Managing exercises – Documentation

Speed read

- Documentation provides information for those involved in designing, conducting, participating in and evaluating the exercise.
- Documentation facilitates future use and sharing of the exercise with other stakeholder groups.
- Document exercise scope, concept, plan, scenario, instructions and post-exercise report.

Key points

Exercise documents form a record of what has been planned and undertaken. Verbal instructions are not a reliable record and cannot be clearly replicated for future exercises. Documents are essential to guide the conduct of the exercise, support briefing of exercise participants and other key stakeholders and communicate about the exercise, and gain commitment and support (including financial resources).



Figure 9: Schedule of exercise documents

Take action

Use these suggested templates in the companion documents of [Managing Exercises](#) (AIDR 2023):

- Template for a concept document is available at Appendix 6
- Templates for a range of meeting agenda are available at Appendix 1-5
- Template for an exercise plan is available at Appendix 7
- Templates for evaluation documentation can be found at Appendix 14-21

Quick Guide

More information

- [Managing Exercises](#) (AIDR 2023) - Chapter 5
- [Emergency Planning](#) (AIDR 2020)
- [Lessons Management](#) (AIDR 2019)