

## Managing exercises – Evaluation and post exercise activities

### Speed read

- Evaluation starts at the first concept meeting and continues until final debriefings.
- Evaluation forms a key part of organisational preparedness, program management, continuous improvement, capability development and lessons management.
- Assign responsibilities for evaluations to happen at all phases of the exercise management cycle.

### Key points

**Post exercise activities seek feedback and assess the conduct of the exercise.** They are key to evaluating the exercise objectives and transferring learnings to lessons management systems. Figure 12 highlights the inputs, considerations and outputs of post exercise activities.



Figure 12: Inputs, considerations and outputs of the evaluation and post activity phase

### Exercise evaluations are informed by:

- outputs from the exercise planning process and planning meetings
- observations from exercise team members
- outputs from the exercise debriefs observations/reports from the exercise evaluator(s).

**Develop an evaluation plan in parallel with the exercise plan.** Pre-plan data collection methods that suit capacity and the exercise style, enable objective reporting and meet the aims of the evaluation.

### Evaluator responsibilities include:

1. Pre-exercise: examine the exercise aim, objectives and exercise instructions, identify key and trigger points of the activity
2. During exercise: gather evidence, participate in scheduled meetings and briefings, where requested by exercise control team members provide any additional information to support developing scenario or to help exercise flow.

**Identify root causes and develop recommendations to provide in debriefs and post-exercise reports.** A useful evaluation report will outline what happened, why it happened and actions to take.

## Take action

- Start your evaluation plan - Appendix 14 of the [handbook companion templates](#)
- Check out sample evaluation questions in Appendix 20 of the [handbook companion templates](#)
- Review the exercise report format in Appendix 21 of the [handbook companion templates](#)
- Check out the suite of complementary resources in the AIDR Knowledge Hub, including templates, case studies and toolkits for specialised exercising areas.

## More information

- [Managing Exercises](#) (AIDR 2023) - Chapter 7
- [Recovery Exercising Toolkit](#) provides an in-depth exploration of recovery issues over time, and can be used to support exercise management programs to include a recovery considerations (AIDR, 2023)
- [Emergency Planning](#) (AIDR 2020)
- [Lessons Management](#) (AIDR 2019)