## Quick Guide





# 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.

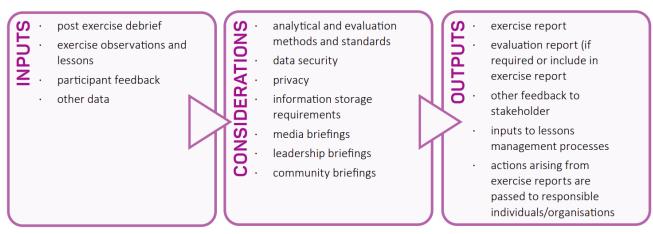


Figure 12: Inputs, considerations and outputs of the evaluation and post activity phase

#### 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.



# Quick Guide





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)**