

Steps to Developing Exercise Objectives

STEP	ACTION
1.	<p>Determine the scope of the exercise.</p> <p><i>Know who is playing or participating in the exercise and to what level (extent of play); the goals of the exercise; how long will the exercise last.</i></p>
2.	<p>Clarify the exercise's focus.</p> <p><i>Know exactly what is to be tested during the exercise.</i></p>
3.	<p>Select objectives for inclusion in the exercise.</p> <p><i>Review existing Master Objective List; begin selecting objectives that could/should be included in this exercise. Review the results of the last exercise; look for items that may need to be retested. Review information from any actual incidents at other sites; are there any hot issues that need to be tested? Review the final report from the last exercise; look for reported deficiencies. Check for objectives that may be due for testing to be compliant with comprehensive testing over a multi-year period. Check your site's Exercise Program Plan.</i></p>
4.	<p>Compile a list of the draft objectives for this exercise.</p> <p><i>Develop any additional objectives needed. Review the list and determine if the list is complete, and that all objectives are appropriate for the exercise. Review the Master Objective List and determine if there are any other objectives that could also be inserted into this exercise.</i></p>
5.	<p>Check the checklist.</p> <p><i>Run each objective through the "Exercise Objective Development Checklist"; make revisions as needed.</i></p>
6.	<p>Finalize and publish list of draft objectives after organizing them by one or more of the 4 suggested methods</p> <p><i>Function, Relationship to DOE site/facility; Organization; Geographical area</i></p>
7.	<p>Send draft objectives to the appropriate facility personnel and exercise development team for review.</p>
8.	<p>Compile a final list of the objectives for the exercise.</p> <p><i>Address all comments and questions; send for additional review if necessary.</i></p>
9.	<p>Get management approval.</p>