**­­­­Tasmanian Exercise Framework**

**EXERCISE PROPOSAL**

(For a large scale exercise)

**Note**: This template is scalable for large scale multi-agency / multi-jurisdictional Exercises and small scale single agency Exercises. It is taken from the ANZCTC exercise proposal template and should be adapted to the scale of your exercise. Only include information that is relevant, delete any headings that are not relevant. An example of a completed Exercise Proposal document is available with the suite of templates.

**Note**: All text displayed in blue is used to provide assistance to the author, and should be deleted before publishing. Authors to format their input in black colour font. Red text is template specific and should be completed each cycle (i.e. to update financial year dates). There should be no red text in the form when circulated to Members to complete.

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| --- |
| **PROPOSAL SUMMARY** |
|  |
| **Title of Exercise Proposal** |
| <<insert>>*Insert the name of you proposed exercise* |
|  |
| **Lead Agency / Capability** |
| <<insert>>*Insert the lead agency or the capability involved* |
|  |
| **Sponsor** |
| <<insert>>*Insert the name of the agency providing funding and final approval for the exercise* |
|  |
| **Executive Summary** |
| *Provide a summary on what is exercise is to achieve. Who is the target audience etc.* |
|  |
| **Costings** |
| ***Cost for 20##-##FY*** | $0.00 |
| ***Indicative costs for multi‑year project*** *(leave blank if not applicable)* | *20##-##FY:* | $0.00 |
| *20##-##FY:* | $0.00 |
| ***Core funding****(is core funding being requested?)* | Yes / NoAmount: $0.00*Define: Annual, Biannual, Biennial* |
| ***External impact*** | <<insert>>*What impact will the exercise have within your agency e.g. overtime, and what impact will it have externally e.g. effects on traffic, neighbours etc.* |
|  |
| ***This section must not exceed one page.*** |
| **PROPOSAL CONTACT AND ATTACHMENTS** |
|  |
| **Contact Officer** *Insert the contact details of the person best able to articulate the specifics of this proposal*  |
| ***Name*** |  |
| ***Agency*** |  |
| ***Position*** |  |
| ***Phone Number*** | *Work*: | *Mobile*: |
| ***Email Address*** |  |
|  |
| **Attachments** |
| *Insert the title of all attachments to this proposal (leave blank if no attachments):*Attachment A – XxxxxAttachment B – Xxxxx |
|  |
|  |
| **SECTION 1 – IDENTIFICATION OF THE CAPABILITY GAP** |
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|  |
| **1.1 – New Exercise or an enhancement to a previously agreed activity?** |
| *This Exercise is a new project* | [ ]  |
| *This Exercise is not a new project but enhances a previously agreed activity* | [ ]  |
| *This Exercise is a new project and enhances a previously agreed activity*  | [ ]  |
|  |
| **1.2 – Related Projects and/or Previously Agreed Activity/ies (if applicable)** |
| <<insert>>*Are there any related projects or previously approved initiatives or activities that relate or support this proposal?* |
|  |
| **1.3 – Exercise Need / Capability Gap**  |
| <<insert>>*Insert a summary of the need to conduct the exercise* |
|  |
| **1.4 – Gap Analysis**  |
| <<insert>>*Provide a description of the gap that exists surrounding the need of your exercise. Using the options below select the likelihood, consequences and risk of an actual event (that you intend on exercising) occurring*  |
| ***Likelihood:*** | **Select Likelihood** |
| ***Consequence:*** | **Select Consequence** |
| ***Risk Rating:*** | **Select Risk Rating** |
|  |
| **1.5 – Expected Outcomes**  |
| <<insert>>*Will the exercise improve gaps relating to the need if so how likely, what will consequences be and will a residual risk remain* |
| ***Likelihood:*** | **Select Likelihood** |
| ***Consequence:*** | **Select Consequence** |
| ***Residual Risk Rating:*** | **Select Residual Risk Rating** |
|  |
|  |
| **SECTION 2 – EXERCISE PLAN** |
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| **2.1 – Exercise Aim**  |
| <<insert>>*One sentence, if possible, as per page 17 of the handbook* |
|  |
| **2.2 – Exercise Objectives**  |
| <<insert>>*Objectives must refer to the aim, refer to page 18 of the handbook* |
|  |
| **2.3 – Exercise Scope** |
| <<insert>>*What is included; what is excluded* |
|  |
| **2.4 –Exercise Style** |
| <<insert>>*What style; Discussion, Field etc.* |
|  |
| **2.5 – Governance** *List the parties who will form the governance structure for the Exercise, if approved:* |

|  |  |  |
| --- | --- | --- |
| ***Party****(Person, position or group)* | ***Governance Role*** | ***Point of Contact*** |
|  | Exercise Sponsor  |  |
|  | Exercise Director |  |
|  | Exercise Steering Committee / Planning Team |  |
| *You may also add one or more of the following parties in your governance structure:** *Capability Adviser / Assistant Capability Adviser*
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|  |
| **2.6 – Exercise Participation**  |
| <<insert>>*Who is participating in the exercise?* |
|  |
| **2.7 – Other Stakeholders** |
| *Are there any other relevant stakeholders, if so add here, if not delete?*  |
|  |
| **2.8 – Exercise Location** |
| <<insert>>*Where is the exercise planned to take place?* |
|  |
| **2.9 – Exercise Schedule**  |
| **Proposed Exercise Dates:** *If there are particular dates when the Exercise should or should not be conducted, please provide details.* |
| **Key Exercise Milestones:** *Insert details on milestones in the development, conduct and post-Exercise/evaluation stages. Please note the milestones will be used to determine the payment schedule.* Planning Stage:* Payment on commencement: <<Date: MM/YY>> - <<$0.00>>
* Milestone #: <<milestone description>> - <<Date: MM/YY>> - <<$0.00>>

Conduct Stage:* Milestone #: <<milestone description>> - <<Date: MM/YY>> - <<$0.00>>

Post-Exercise / Evaluation Stage:* Milestone #: <<milestone description>> - <<Date: MM/YY>> - <<$0.00>>
 |
| **Can any stage/s for 20##-##FY be brought forward to the 20##-##FY:** | Yes / No:*Define which stage/s.* |
| **Multi-year projects – future stages:** *Delete blank for single year proposals* |
| **20##-##FY** | * Stage #: <<Stage description>> - <<Date: MM/YY>> - <<$0.00>>
* Stage #: <<Stage description>> - <<Date: MM/YY>> - <<$0.00>>
 |
| **20##-##FY** | * Stage #: <<Stage description>> - <<Date: MM/YY>> - <<$0.00>>
* Stage #: <<Stage description>> - <<Date: MM/YY>> - <<$0.00>>
 |
|  |
| **2.10 – Resources** |
| <<insert>>*What resources will be required to conduct the exercise?* |
|  |
| **2.11 – Exercise Risk Management**  |
| <<insert>>*Will the exercise require a specific risk management plan? What do you foresee as possible issues that will prevent successful completion of the exercise?* |
|  |
| **2.12 – Breakdown of Budget - 20##-##FY** *(the year will be the first funding year)* |
| Use budget calculator to determine budget requirements  |
| **Item** | **Details** | **Budget Estimate** (ex-GST) |
| ***Planning*** |
| *Meeting (venue, catering, resources)* |  |  |
| *Training (ExMan & Capability)*  |  |  |
| *Travel (flights, accommodation, TA)* |  |  |
| *Logistics*  |  |  |
| *AUSGOV involvement* |  |  |
| *Other funding streams e.g. Drill Program* |  |  |
| ***Conduct*** |
| *Logistics (venue, catering, resources)* |  |  |
| *Training e.g. ‘Just in Time’ Evaluation* |  |  |
| *Travel (flights, accommodation, TA)* |  |  |
| *Information Technology & Communications*  |  |  |
| *EXCON (venue/s, catering, resources)* |  |  |
| *Role players (travel / transport etc.)* |  |  |
| *Consumables* |  |  |
| *Support activities e.g. DISCEXs* |  |  |
| *Overtime*  |  |  |
| *AUSGOV involvement* |  |  |
| *Other* |  |  |
| ***Post-Exercise / Evaluation*** |
| *Meeting (venue, catering, resources* |  |  |
| *Travel (flights, accommodation, TA)* |  |  |
| *AUSGOV involvement* |  |  |
| *Reporting (resolution / validation process)* |  |  |
|  |  |  |
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|  |  |  |
|  |  |  |
|  | Total: | $0.00 |
|  |
| **2.13 – Workplace Health & Safety** |
| <<insert>>*Any foreseen WHS issues?* |
|  |
| **SECTION 3 – EVALUATION & REPORTING**  |
|  |
| **3.1 – Evaluation Strategy** |
| <<insert>>*Briefly describe how you intend to evaluate the outcomes of the exercise*? |
|  |
| **3.2 – Reporting Schedule** |
| <<insert>>*Who and scheduled timelines* |
|  |