Tasmanian Exercise Framework

Exercise Evaluation Report

< Name of Exercise>

Author(s): *(include title, given and family names, post-nominals, agency and position within agency)*

*\*Please follow the annotated instructions in blue and red below to populate this Exercise Evaluation Report. Delete all instructions after completing.*

Executive Summary

*<A maximum of one page that introduces the Exercise. Complete this last, it will be informed by the body of the report and will detail a summary of the outcomes of the exercise >*

### Background

### Background to the Exercise

*<Detail any related projects or previously approved initiatives or activities that relate or supported this exercise. Provide a summary of the need to conduct the exercise>*

### Exercise management

*<Detail the style of exercise and how it was planned and conducted>*

### Exercise aim

*<One sentence, if possible, as per page 17 of the handbook*>

### Expected Exercise objectives

*<Objectives must refer to the aim, refer to page 18 of the handbook>*

### Exercise scope

*<What is included; what is excluded>*

### Participating organisations

*<Detail who participated in the exercise and any other relevant stakeholders>*

2. Exercise Evaluation Report

### 2.1 Structure of the report

*<Provide a summary of how the evaluation was conducted and the rational used e.g. P2OST2E >*

2.2 Commentary *<provide a commentary on each of the exercise objectives addressing the dot points below. Use your evaluator’s reports to inform this.>*

2.2.1 Objective

2.2.2 Rationale of the objective

2.2.3 Observations

2.2.4 Recommendations

3. Conclusion

*<summary of the key findings and evaluators’ comments>*

4. Attachments *<if applicable>*

4.1 Consolidated list of recommendations

4.2 Glossary of terminology and acronyms

4.3 Exercise diagrams