Exercise [name]

Post Exercise Report

Exercise logo (if applicable)

Contents

Amendment schedule

The following table describes amendments that have been made to this Exercise Coordinating Instruction since version 1.0.

#### Document amendments

|  |  |
| --- | --- |
| Date  | Brief description of amendment |
|  |  |
|  |  |

Security Classification

Describe the handling instructions for this document.

# Executive Summary

# Introduction

## Background

## Exercise Management

## Aim, objectives and key performance indicators

## Scope

## Participating organisations

## Timeline of events

# Evaluation

Observations (Positives and Negatives)

# Conclusions

# Appendix 1: Corrective Actions Plan

Include an accountability clause – which agency has overall responsibility to ensure the actions stated are carried out etc.

Issues and remedial issues have been grouped in the following sections:

1. [Category]
2. [Category]
3. [Category]

**Key:** Completed Under Action Still to action

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| # | Issue | Root cause (if known) | Remedy | Action | Owner | Target date | Outcome |
| **Category 1** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Category 2** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |