Detailed Planning – Objective Analysis template

This template has been developed to assist with the Objective Analysis step of the detailed planning process. It should be used to record the Planning team’s analysis and conclusions, and as an agenda for a planning meeting.

The template consists of a series of steps. The aim is to discuss each step, recording the conclusions reached from the discussion. The final step is for the Planning Team to brief the Controller on its deductions.

Inputs

The main inputs into Objective Analysis are:

* Controller’s Preliminary Scoping and guidance
* Higher response level Action Plan (if created)
* HEA data
* Situation information
* Initial Action Plan (if created)

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| Step 1: Review the situation |
| 1. Determine the time available, for planning/dissemination, and for the implementation of the Action Plan.   Time the Action Plan document must be completed for issue  Time for Action Plan to achieve its mission  Review the Controller’s preliminary scoping   1. Review the HEA analysis   Particularly steps 1 and 2, which will give the area of operations, the area of interest, key characteristics and initial information requests.   1. Review the known hazard information (if not covered by the HEA).   Outline what consequences the hazard(s) has had so far.   1. Review the response actions to date   Which agencies have activated, what resources are responding in the area of operations (lead and support agencies), what resources are mobilising or enroute, their locations and current capability, what initial actions are underway, provisions of any previous Action Plans. |
| Step 2: Analyse higher response level intentions |
| 1. Determine the purpose of the response   What is the purpose, or reason, for this response?   1. Determine response objectives   What are the objectives for the response? Have they been given, or do they need to be deduced by the Planning team? If given, are they complete or suitable for the situation?   1. Determine the endstate   What is the endstate for the response (i.e. what would a successful response look like)? Has this been given by the Controller, or does it need to be deduced by the Planning team?   1. What is our role in the response?   What is the coordination centre’s role in this? What part does it play in the wider response? Is it a lead agency, or in support? |

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| **Step 3: Determine tasks.** |
| 1. Determine specified tasks   What are the specified tasks that have been given by the Controller or governance/management for the coordination centre to complete?   1. Determine implied tasks   What are the implied tasks that haven’t been directed, but which must be completed?   1. Identify essential tasks   Of all the tasks identified, which ones are essential to meeting the Controller’s objectives and intent? |
| Step 4: Determine freedoms and constraints |
| 1. Determine constraints   What constraints are there that will limit coordination centre’s response options?   1. Determine freedoms   What operational freedoms does the coordination centre have with regard to this response?  Freedoms and constraints are imposed by higher Controllers and governance/management. They help to set the boundaries for how the Action Plan can be developed. Typical freedoms and constraints include deadlines, budgets, resources, geographical boundaries and directions to coordinate with specific agencies. |
| Step 5: Identify critical facts and assumptions. |
| * What critical information is needed in order to plan? List this down; if it is already known, it is considered to be a fact. * Anything not known may be covered with an assumption, which is a substitute for fact. Assumptions must be written down so that they can be confirmed, and will become Information Requirements. |
| Step 6: Draft mission statement and broad response options. |
| 1. Draft the mission statement   Link the essential tasks with the response objectives.   1. Draft broad response options   Based on the Controller’s preliminary scoping, understanding of essential tasks, resources and hazard consequences to date, develop 1-3 broad courses of action. At this stage they don’t require any detail beyond a short, descriptive statement. |

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| Step 7: Brief Controller |
| Prepare an Objective Analysis briefing for the Controller, in order to confirm the deductions made. The briefing should proceed as follows:   |  |  | | --- | --- | | Subject | Speaker | | Purpose of briefing, time analysis | Response Manager or Planning rep | | HEA deductions, such as area of operations/interest, hazard evaluation (if available), hazard consequences (if available) | Intelligence rep | | Response review | Operations, Welfare reps | | Media situation, audiences, coverage and angles, including social media | PIM rep | | Outline higher Controller’s intent, governance context and outcomes, and role of the coordination centre | Planning rep | | Recommended response objectives, if these are different from those given by the Controller | Planning rep | | List essential tasks | Planning rep | | List Freedoms and Constraints | Planning rep | | Likely Information Requests, in order of priority | Planning rep | | List available and likely resources | Logistics rep | | Give draft mission statement | Response Manager or Planning rep | | Outline broad response options | Response Manager or Planning rep |   At the end of this brief the Controller will confirm and/or amend the Objective Analysis, and give his/her guidance for the response. |