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**[INSERT EXERCISE TITLE]**

**Exercise Evaluation Guide**

**INTRODUCTION**

The purpose of exercise evaluation is to assess the ability to meet exercise objectives through exercise play. Evaluation of the exercise is limited to observation of exercise play and the ability to meet exercise objectives. Individual players and participants are not evaluated. In conjunction with data collected from the hotwash and participant feedback forms, evaluation of exercises utilizing an Exercise Evaluation Guide (EEG) allows for the development of a formal After-Action Report/Improvement Plan (AAR/IP) which allows for the documentation of strengths, areas for improvement, and corrective actions. This allows organizations to become informed about the steps and actions necessary to improve plans, build and sustain capabilities, and maintain readiness.

Exercise Evaluation Guides (EEGs)provide a consistent tool to guide exercise observation and a framework for capturing data related to evaluation related to exercise play. EEGs accomplish several goals:

* Streamline data collection
* Enable thorough assessments of the participant organizations’ capabilities
* Support development of the After-Action Report/Improvement Plan (AAR/IP)
* Provide a consistent process for assessing preparedness through exercises
* Help organizations map exercise results to exercise objectives, capability targets, and critical tasks for further analysis and assessment

As a metric for evaluation of capabilities and abilities to reach exercise objectives, EEGs develop and list associated capability targets and critical tasks. Exercise play is evaluated based on the ability to carry out critical tasks and hit capability targets and thus, meet exercise objectives. Capability targets are the performance thresholds established for exercise objectives. Critical tasks are the specific actions needed to achieve the capability target.

[INSERT EXERCISE TITLE] EXERCISE EVALUATION GUIDE

Exercise Name: [Insert Exercise Name]

Exercise Date(s): [Insert Exercise Date(s)]

Sponsor Organization: [Insert Sponsor Organization]

Venue: [Insert Venue Name]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **OBJECTIVE 1** | | | | |
| [INSERT OBJECTIVE 1] | | | | |
| **Capability Target** | **Critical Tasks** | **Observation Notes and Explanation of Rating** | | **Target Rating** |
| [Insert Capability Target] | * [Insert Critical Task] * [Insert Critical Task] * [Insert Critical Task]   *Reference:* [Insert relevant plans, procedures, or policies to the critical task] | [Observation notes and explanation of rating] | | [Target rating] |
| [Insert Capability Target] | * [Insert Critical Task] * [Insert Critical Task] * [Insert Critical Task] * *Reference:* [Insert relevant plans, procedures, or policies to the critical task] | [Observation notes and explanation of rating] | | [Target rating] |
| [Insert Capability Target] | * [Insert Critical Task] * [Insert Critical Task] * [Insert Critical Task] * *Reference:* [Insert relevant plans, procedures, or policies to the critical tasks] | [Observation notes and explanation of rating] | | [Target rating] |
|  |  | | **FINAL OBJECTIVE RATING:** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **OBJECTIVE 2** | | | | |
| [INSERT OBJECTIVE 2] | | | | |
| **Capability Target** | **Critical Tasks** | **Observation Notes and Explanation of Rating** | | **Target Rating** |
| [Insert Capability Target] | * [Insert Critical Task] * [Insert Critical Task] * [Insert Critical Task]   *Reference:* [Insert relevant plans, procedures, or policies to the critical task] | [Observation notes and explanation of rating] | | [Target rating] |
| [Insert Capability Target] | * [Insert Critical Task] * [Insert Critical Task] * [Insert Critical Task] * *Reference:* [Insert relevant plans, procedures, or policies to the critical task] | [Observation notes and explanation of rating] | | [Target rating] |
| [Insert Capability Target] | * [Insert Critical Task] * [Insert Critical Task] * [Insert Critical Task] * *Reference:* [Insert relevant plans, procedures, or policies to the critical tasks] | [Observation notes and explanation of rating] | | [Target rating] |
|  |  | | **FINAL OBJECTIVE RATING:** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **OBJECTIVE 3** | | | | |
| [INSERT OBJECTIVE 3] | | | | |
| **Capability Target** | **Critical Tasks** | **Observation Notes and Explanation of Rating** | | **Target Rating** |
| [Insert Capability Target] | * [Insert Critical Task] * [Insert Critical Task] * [Insert Critical Task]   *Reference:* [Insert relevant plans, procedures, or policies to the critical task] | [Observation notes and explanation of rating] | | [Target rating] |
| [Insert Capability Target] | * [Insert Critical Task] * [Insert Critical Task] * [Insert Critical Task] * *Reference:* [Insert relevant plans, procedures, or policies to the critical task] | [Observation notes and explanation of rating] | | [Target rating] |
| [Insert Capability Target] | * [Insert Critical Task] * [Insert Critical Task] * [Insert Critical Task] * *Reference:* [Insert relevant plans, procedures, or policies to the critical tasks] | [Observation notes and explanation of rating] | | [Target rating] |
|  |  | | **FINAL OBJECTIVE RATING:** |  |

**Overall Rating: [Enter Average of Points]**

| **Evaluator Information** |
| --- |
| Evaluator Name: [Insert] |
| Evaluator Email: [Insert] |
| Evaluator Phone: [Insert] |

| **Ratings Key** | |
| --- | --- |
| **Performed without challenges** | The capability targets and critical tasks associated with the objective were completed in a manner that achieved the objective and did not negatively impact the performance of other activities. Performance of this objective was conducted in accordance with applicable plans, policies, and procedures. |
| **Performed with some challenges** | The capability targets and critical tasks associated with the objective were completed in a manner that achieved the objective and did not negatively impact the performance of other activities. Performance of this objective was conducted in accordance with applicable plans, policies, and procedures. However, opportunities to enhance effectiveness and/or efficiency were identified. |
| **Performed with major challenges** | The capability targets and critical tasks associated with the objective were completed in a manner that achieved the objective, but some or all of the following were observed: demonstrated performance had a negative impact on the performance of other activities and/or was not conducted in accordance with applicable plans, policies, and procedures. |
| **Unable to be performed** | The capability targets and critical tasks associated with the capability were not performed in a manner that achieved the objective. |