



[Enter agency name]

[Enter exercise name]

Final Planning Meeting (FPM) Agenda

[Select date and time]

1 Welcome and Introductions

2 Exercise Overview

- 2 • Review exercise purpose and scope.
- Review exercise objectives.
- Review exercise structure and design.
- Review exercise scenario.

3 Facilitator/Evaluator Information

- 3 • Confirm final facilitator/evaluator-facing documents:
 - Facilitator/Evaluator (F/E) Handbook.
 - Exercise Evaluator Guide (EEG).
- Finalize specific facilitator/evaluator assignments.

4 Player-Facing Materials

- 4 • Review and finalize the Situation Manual (SitMan).
- Review and finalize exercise presentation slide deck.
- Review and finalize any other player-facing materials.

5 Exercise Logistics

- 5 • Finalize logistics.
 - Finalize exercise location (physical or virtual) and timing.
 - Finalize participant registration numbers.
 - Finalize exercise facilitators, evaluators, and others (e.g., guest speakers).
 - Finalize food/refreshment plans.
- Any other open logistical items.

6 Feedback, Hotwash, and Evaluation

- 6 • Confirm final participant feedback form or survey.
- Confirm hotwash plan.
- Confirm the After-Action Meeting (AAM) date and time.

7 Other

- 7 • Any other issues or concerns.



Next Steps

8

- Any follow-up items discussed including responsible person/agency and timeline.
- Additional actions needed before the exercise:
 - Schedule time to test audio/visual equipment/platform (include players if a virtual exercise).
 - Email reminder to players with documents.
 - Email reminder to facilitators and evaluators with documents.
 - Schedule and conduct facilitator/evaluator briefing.
- Schedule facilitator/evaluator debriefing.

