



[INSERT ORGANIZATION NAME]
[INSERT TABLETOP EXERCISE TITLE]

Tabletop Exercise After Action Report

[Insert Tabletop Location]
[Insert Tabletop Date]

Tabletop Exercise After Action Report

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Acknowledgements

This document is adapted in part from the Information Technology Laboratory (ITL) at the National Institute of Standards and Technology (NIST) Special Publication 800-series. The series reports on research, guidelines, and outreach efforts in information system security, and its collaborative activities with industry, government, and academic organizations.

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Tabletop Exercise After Action Report

*This sample template is designed to assist the facilitator in developing a tabletop exercise after action report. The template is meant only as a basic guide and may not apply equally to all systems. The user may modify this template or the general TT&E approach as required to best accommodate the specific system. In this template, words in **italics** are for guidance only and should be deleted from the final version. Regular (non-italic) text is intended to remain.*

1. Introduction

On *[insert date]*, *[insert organization name]* participated in *[insert duration of exercise]*-hour tabletop exercise designed to validate their understanding of the *[insert plan name]*.

2. Objectives

The exercise objectives are as follows:

- Validate the team's ability to recover IT operations at alternate facility
- Validate the accuracy of recovery procedures documented in the *[insert plan name]*
- Identify areas of the contingency plan that need to be revised.

3. Agenda

Date:	<i>[Insert Date]</i>
Location:	<i>[Insert Location]</i>
9:00—9:15	Opening Remarks and Introduction
9:15—9:45	Exercise Briefing (Objectives, Rules of Engagement, etc.)
9:45—11:30	Scenario Discussion
11:30—12:00	Debrief/Hotwash

4. Discussion Findings

The *[insert exercise name]* provided information on *[insert relevant information]*. An important benefit of the exercise was the opportunity for participants to raise important questions, concerns, and issues. At the conclusion of the exercise, participants were asked

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to complete an evaluation form regarding the information provided, additional information needed, and their thoughts on the event and topics, to be included in the after action report.

The discussion findings from the exercise along with any necessary recommended actions are as follows:

4.1 General Findings

The exercise provided an excellent opportunity for participants to *[insert relevant information]*. As a result of the exercise, participants left with a heightened awareness of *[insert relevant information]*.

4.2 Specific Findings

Specific observations made during the exercise, and recommendations for enhancement of the plan, are as follows:

Observation 1: Communications

A plan identifying standardized systems for communicating with contingency plan members does not exist.

Recommendations

- *The organization should consider developing a communications plan that establishes standardized communications requirements, addresses how and where backup communication systems will be positioned, and describes procedures for personnel to access backup communication systems.*
- *The organization should identify redundant communications systems to ensure that essential personnel can be contacted in the event of an emergency. Redundant communications systems may consist of home telephones, cellular telephones, laptop computers, and other communications systems.*

Observation 2: Flyaway Kits

Essential personnel have not been issued flyaway kits, containing personal items and/or those items needed to perform their operations, to carry to relocation facilities in the event of an emergency.

Recommendations:

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- *UITS should examine the possibility of developing flyaway kits and distributing them in advance to personnel who would relocate during an emergency. In addition to personal items that personnel might need if deployed for an extended period of time, flyaway kits should contain flash drives, diskettes or CD-ROMs with information needed for essential personnel to carry out their essential functions.*

5. Evaluation Results

Following the *[insert tabletop exercise name]*, on *[insert date]*, participants were given an evaluation form on which to record their impressions of the exercise. These forms allowed participants to rate presentations on a numerical scale and to provide additional comments for consideration in the after action report. Refer to Exhibit 1 for more detailed information regarding the participants' responses. *Each exhibit will reflect the evaluation forms for each individual event. If evaluation forms have a point scale, either a pie chart or bar graph will be depicted.*

The questions covered whether participants thought additional issues should have been raised; whether participants thought the exercise was beneficial; what participants gained from the exercise; and what can be done to improve future exercises. *[Insert percentage]* of the participants completed the evaluation.

In response to the question regarding whether participants thought additional issues should have been raised, nearly *[Insert percentage]* of those who completed the evaluation indicated that all relevant issues were addressed. Other comments were *[insert relevant information]*.

In response to the question regarding whether participants thought the exercise was beneficial, *[Insert percentage]* of those who completed the evaluation indicated that the exercise was beneficial. Comments ranged from *[insert relevant information (i.e., "good start" to "extremely beneficial.")]*.

In response to the question about what participants gained from the exercise, nearly *[Insert percentage]* of those who completed the evaluation form remarked *[insert relevant information]*.

Exhibit 1: Participant Responses

What are your thoughts on the exercise?	What did you gain from the exercise?
<ul style="list-style-type: none">• <i>[Insert Comments]</i>•••	<ul style="list-style-type: none">• <i>[Insert Comments]</i>•••

Overall, the feedback from the *[insert tabletop exercise name]* was *[insert relevant information]*.

