Tabletop post-exercise report for Mission Continuity planning

Organization conducting exercise: _______________________________
Date of exercise: ____________________________
Prepared by: __________________________________________________

Thank you for conducting a tabletop exercise with your organization, using the attached University-wide scenario. Please reflect on your experience and send the following information to the Mission Continuity Program at askmc@lists.upenn.edu.

1. Prior to the exercise: Did you feel your plans were complete and up-to-date? Did you believe they were functional in restoring critical processes and functions in the event of outages and disruptions to your normal operations?

2. Practices and discoveries to share: What worked exceptionally well in your plans that should be shared with others to help improve their plans?

3. Lessons learned: What if any changes would you make to your Mission Continuity plans based on this experience? For example, were roles and responsibilities clearly delineated and understood in your plans? Examples of specific topics to consider are: communications, staff preparedness and necessary additional training.

4. Usefulness of the exercise: How useful was this exercise to you, in helping you to create and maintain your Mission Continuity plans?

5. Business processes: What if any changes would you make to your organization’s business processes based on this experience (for example, would you divide responsibilities differently among staff members)?

6. Feedback for the Mission Continuity Program: Is there anything you would like to share with the Mission Continuity Program about this exercise or your experience with Mission Continuity planning in general?