

## Top Tips for Successful Exercises

- Review the findings and further work from previous exercises, and include elements highlighted for further attention
- Determine the (one) aim and the (typically 5-7) objectives of the exercise
- Carry out appropriate awareness and skills training before the exercise
- Get sign-off for the exercise, aim, objectives and risk profile from relevant stakeholders prior to exercise preparation
- Where operational risk exists in the test or exercise format, pre-determine go/no-go and in-running review points
- Invite external operating partners and suppliers to participate, ensure that the business as well as the support services are participating
- Select an appropriate test or exercise format for the maturity of the plans and personnel (whether walkthrough, desktop or simulation)
- Agree the format and distribution list for the post exercise report in advance
- Disseminate a master events list, detailing all injects, issues to be explored, expected results and timings prior to the exercise to all members of the delivery team
- Get the simple stuff right – layout of room, equipment, number of observers etc and rehearse the delivery before the exercise
- Match the scenario and injects to the issues to be tested, rather than deciding on a scenario and trying to retro-fit
- Record the exercise, retain all materials used in the preparation and delivery of the exercise and post exercise reporting – the auditor will want to see that this has been done in accordance with your documented management system.

A poor exercise will kill enthusiasm for your BC project. A successful exercise will ignite it. Plan accordingly, and anticipate 3 months for comprehensive production of an exercise.

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