**Exercise Evaluation** **Data Collection Form**

Insert name of exercise

|  |
| --- |
| Evaluator’s Name:  |
| Date:  | Time:  |

***Template note****: This template is scalable for large-scale multi-agency Exercises and small-scale single agency Exercises.*

***Template use instructions:*** *All text displayed in blue is to provide assistance to the author and should be deleted before publishing. Delete all instructions and sections that are not relevant to the proposed Exercise. Authors should format their input in black colour font*. *All text displayed in red is for detail to be inserted. Leave a field blank or delete if not relevant. Add space as required.*

*Refer to page 45 of the Guideline*

**Location of Evaluation:**

**Using this template**

Before the Exercise, you should familiarise yourself with the Exercise objectives. During the Exercise you should observe the actions of your participants and evaluate their performance in terms of the listed objectives.

There are two parts to this evaluation template:

* A general ratings format (quantitative measure)
* Observations made using the P2OST2E capabilities elements (qualitative measure).

**Ratings Format – Qualitative Measures**

Objectives are to be rated on a 5-point rating scale using the following categories:

* Performs without challenges
* Performs with some challenges
* Performs with major challenges
* Unable to Perform
* Not Applicable

Please tick (✓) one preference only.

**P2OST2E Capabilities Elements - Qualitative Measures**

Any issues identified should be noted and recorded against one or more of the P2OST2E categories, depending on your perception of the reason behind the issue identified.

Once an issue is identified, evaluators should consider the reasoning behind the issue to allow for a suitable mitigation option to be proposed. The following descriptors will assist evaluators to categorise and group issues and identify causal factors.

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| --- |
| The P2OST2E Model |
| **P**eople | Roles, responsibilities and accountabilities, skills |
| **P**rocess | Includes plans, policies, procedure, processes |
| **O**rganisation | Structure and jurisdiction |
| **S**upport | Infrastructure, facilities, maintenance |
| **T**echnology  | Equipment, systems, standards, interoperability, security |
| **T**raining | Capability qualifications/skill levels, identify courses required |
| **E**xercise Management | Exercise development, structure, management, conduct |

**Please note:** It may not be possible to record measurements against some objectives due to the level of engagement each participant has during the Exercise.

**OBJECTIVE ONE**

*Example: Validate the internal communications, messaging processes and outputs to supporting agencies as per the State Support Plan.*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| ***MSE or Plan*** | ***Key Performance Indicators*** | ***Performs without challenges*** | ***Performs with some challenges*** | ***Performs with major challenges*** | ***Unable to Perform*** | ***Not Applicable*** |
| *006**SSP-s.3.2.1* | *Objective 1 KPI 1**Agency provides initial situational awareness to the Committee for Animal Welfare in Emergencies (CAWE) members.* | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  |
| *019**Ops Plan*  | *Objective 1 KPI 2**Agency notifies CAWE members of decision to convene the Animal Welfare Emergency Group.* | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  |
| *008**012**032**SSP-s.3.2.1* | *Objective 1 KPI 3**Agency provides continued situational awareness reports to the Committee for Animal Welfare in Emergencies (CAWE) members.* | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  |
| *Ops Plan* | *Objective 1 KPI 4**Agency may transition some of the CAWE members into an Animal Welfare Emergency Group (AWEG).* | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  |

**OBSERVATIONS FOR OBJECTIVE 1**

Validate the internal communications, messaging processes and outputs to supporting agencies as per the State Support Plan.

|  |
| --- |
| **People – roles, responsibilities and accountabilities, skills** |
| Observations: Detail observations relating to **People – roles, responsibilities and accountabilities, skills**  |
| **Process – includes plans, policies, procedures, processes** |
| Observations: Detail observations relating to **Process – includes plans, policies, procedures, processes**  |
| **Organisation – structure and jurisdiction** |
| Observations: Detail observations relating to **Organisation – structure and jurisdiction**  |
| **Support – infrastructure, facilities, support** |
| Observations: Detail observations relating to **Support – infrastructure, facilities, support**  |
| **Technology – equipment, systems, standards, interoperability, security** |
| Observations: Detail observations relating to **Technology – equipment, systems, standards, interoperability, security** |
| **Training – capability, qualifications/skill levels, identify courses required** |
| Observations: Detail observations relating to **Training – capability, qualifications/skill levels, identify courses required**  |
| **Exercise Management – Exercise development, structure, management, conduct** |
| Observations: Detail observations relating to **Exercise Management – Exercise development, structure, management, conduct**  |

*Example*

**Objective 2**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **MSE** | **Key Performance Indicators** | **Performs without challenges** | **Performs with some challenges** | **Performs with major challenges** | **Unable to Perform** | **Not Applicable** |
|  | Objective 2 KPI 1 | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
|  | Objective 2 KPI 2 | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
|  | Objective 2 KPI 3 | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
|  | Objective 2 KPI 4 | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |

*Example*

**Observations for Objective 2**

|  |
| --- |
| **People – roles, responsibilities and accountabilities, skills** |
| Observations: *Detail observations relating to* ***People – roles, responsibilities and accountabilities, skills****.* |
| **Process – includes plans, policies, procedures, processes** |
| Observations: *Detail observations relating to* ***Process – includes plans, policies, procedures, processes****.* |
| **Organisation – structure and jurisdiction** |
| Observations: *Detail observations relating to* ***Organisation – structure and jurisdiction****.* |
| **Support – infrastructure, facilities, support** |
| Observations: *Detail observations relating to* ***Support – infrastructure, facilities, support****.* |
| **Technology – equipment, systems, standards, interoperability, security** |
| Observations: *Detail observations relating to* ***Technology – equipment, systems, standards, interoperability and security****.* |
| **Training – capability, qualifications/skill levels, identify courses required** |
| Observations: *Detail observations relating to* ***Training – capability, qualifications/skill levels, identify courses required****.* |
| **Exercise Management – Exercise development, structure, management, conduct** |
| Observations: *Detail observations relating to* ***Exercise Management – Exercise development, structure, management, conduct****.* |

*Add additional fields and tables as required*

**Additional Notes:**