



IMPROVEMENT PLANNING

A guide to improvement planning



Improvement Planning

Planning to Improve

- Improvement Planning starts with exercise design
 - *Write an evaluation guide (EEG) that will capture pertinent information*
 - *Select (or train) evaluators who can proficiently observe players and properly document outcomes in the EEG*
- After conducting an exercise be sure to complete the hot wash
 - *Designate one or more person to document the discussion*
 - *Following the group hot wash conduct a brief evaluator/controller meeting where you can discuss the exercise and review the EEGs to ensure they are complete and ask any clarifying questions*

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Planning to Improve

- Compile all hot wash notes and EEGs
- Fill out the AAR
 - *The improvement plan in your AAR should include any and all relevant information from EEGs and hot wash notes*

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A Master Improvement Plan

- Develop a master Improvement Plan (IP) or Improvement Plan Matrix (IP Matrix).
 - *A single document that summarizes the AAR's from all previous exercise and real-world events for efficient review of improvement needs*
 - *Decide what format you want your IP or IP Matrix in and develop it*
 - Narrative style, word doc, excel table, etc.

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A Master Improvement Plan

- [Here](#) is a sample of the IP Matrix ADEM uses; this example is filled in with information from the AAR used in the AAR training video on the ADEM website (this example does not include the ADEM cover page)

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A Master Improvement Plan

- After completing each AAR fill out the master IP or IP Matrix with the information in your AAR/IP
 - *Update your master IP or IP Matrix regularly*
 - Completion of corrective action
 - Change of corrective action
 - Status change in corrective action process
 - Change of point of contact

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Tips for developing an IP/IP Matrix.

- Should include, at a minimum:
 - *Core Capability*
 - *Area for improvement*
 - *Corrective action*
 - *Point of contact*
 - *Start date*
 - *Actual completion date*

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Tips for developing an IP/IP Matrix.

- Other elements to consider including:
 - *Exercise name*
 - *Exercise conduct date(s)*
 - *Objective*
 - *Analysis (brief sentence; how the area for improvement prevented a full capability)*
 - *Reference*
 - *Capability element*

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Tips for developing an IP/IP Matrix.

- Other elements to consider including continued:
 - *Primary responsible organization*
 - *Projected completion date*
 - *Section for additional comments*
 - *Section for initialing once completed*

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Tips for developing an IP/IP Matrix.

- Consider using color coding to track corrective action status
 - For example, *Not started*, *in progress*, *complete*, *overdue*, *pending*.
- Determine a prioritization guide for completing corrective actions
- Include a cover/instruction sheet
 - Good reminder for you; continuity in the event you are unavailable
 - Can include the legend for the color coding (if relevant)
 - Can include the prioritization guide (if relevant)

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Tips for developing an IP/IP Matrix.

- Select dates and set calendar reminders to review the IP or IP Matrix quarterly and complete a master review yearly
- Don't forget to follow these steps and include information from real-world events
 - *Completing an AAR for real-world events and adding the information to your IP or IP Matrix is imperative to ensuring your local jurisdiction is prepared*