TLP-CLEAR

**Guiding checklists**

Supporting planners to plan, run and evaluate an exercise

Go/No-Go checklists should be tailored to your organisation’s needs, context and reality.

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# Initiation Phase

|  |  |
| --- | --- |
| **Checklist** | **Go/No-Go** |
| All whys and mission are well-defined and aligned with organisational goals | *[Yes | No]* |
| An exercise type has been chosen and reviewed after a posture assessment | *[Yes | No]* |
| All necessary resources (personnel, budget, technology) are available | *[Yes | No]* |
| Stakeholder are identified | *[Yes | No]* |
| A realistic timeline is established for planning and execution | *[Yes | No]* |

# Design Phase

|  |  |
| --- | --- |
| **Checklist** | **Go/No-Go** |
| SMART objectives have been well-defined and aligned with organisational goals | *[Yes | No]* |
| The scope is clearly defined, including systems, data and teams involved | *[Yes | No]* |
| Players are identified together with their relevant tasks during the exercise | *[Yes | No]* |
| The Exercise Plan and every relevant section to the exercise type is filled and completed | *[Yes | No]* |
| Communication Plan has been initiated | *[Yes | No]* |

# Preparation Phase

|  |  |
| --- | --- |
| **Checklist** | **Go/No-Go** |
| A MSEL, including events, injects and timelines, is completed and shared with all | [Yes | No] |
| Data collection methods, timing and tools have been clearly defined and planned | [Yes | No] |
| Stakeholders have been prepared, roles and responsibilities have been assigned and understood by participants. | [Yes | No] |

# Execution Phase

## Pre-exercise check

|  |  |  |
| --- | --- | --- |
| **Title** |  | **Check** |
| *Scenario* | **Scope Definition**: Verify that the scope of the exercise is clearly defined, including systems, data, and teams involved. | *[Tick box]* |
| **Scenario Development**: Ensure the scenario is realistic, relevant, and based on current threats and past incidents. | *[Tick box]* |
| **Event Timeline**: Confirm the timeline of events is detailed and includes key moments that will drive the scenario forward. | *[Tick box]* |
| *Resources and Logistics* | **Location**: Choose a convenient and accessible location for all participants. | *[Tick box]* |
| **Venue and Facilities**: Ensure the venue is secured and meets the requirements for the exercise. | *[Tick box]* |
| **Software**: Install and configure necessary software tools, such as SIEM, EDR, and communication platforms. | *[Tick box]* |
| **Backup Equipment**: Have backup equipment available in case of technical issues. | *[Tick box]* |
| *Training and Preparation* | **Participant Training**: Confirm that training sessions for participants are conducted and they understand the exercise procedures. | *[Tick box]* |
| *Monitoring and Support* | **Technical Support**: Ensure technical support staff are available to address any issues. | *[Tick box]* |
| **Feedback Mechanisms**: Set up mechanisms to collect feedback from participants during and after the exercise. | *[Tick box]* |
| *Evaluation and Continuous Improvement* | **Performance Metrics**: Define performance metrics to evaluate the effectiveness of the exercise. | *[Tick box]* |
| *Practical Details* | **Invitations**: Send formal invitations to all participants, including internal and external stakeholders. | *[Tick box]* |
| **Registration**: Set up a registration process to track participant attendance and details. | *[Tick box]* |
| **Travel Arrangements**: Assist with travel arrangements for participants coming from different locations. | *[Tick box]* |
| **Catering and Refreshments**: Arrange for meals and refreshments, considering dietary restrictions and preferences. | *[Tick box]* |
| **Breaks**: Schedule regular breaks to ensure participants stay refreshed and engaged. | *[Tick box]* |
| **Security Measures**: Implement access control measures to ensure only authorised personnel can enter the venue. | *[Tick box]* |
| **Data Protection**: Ensure all data used during the exercise is protected and handled securely. | *[Tick box]* |
| **Data Protection**: Ensure all data used during the exercise is protected and handled securely. | *[Tick box]* |
| **Incident Response**: Have a plan in place to handle any real incidents that may occur during the exercise. | *[Tick box]* |
| *Go/No-Go Procedures* | **Final Review**: Conduct a final review of all preparations to ensure readiness. | *[Tick box]* |
| **Decision Criteria**: Establish criteria for making the go/no-go decision. | *[Tick box]* |
| **Go/No-Go Meeting**: Hold a meeting with key stakeholders to make the final go/no-go decision based on readiness and risk assessment. | *[Tick box]* |

## Post-exercise check

|  |  |
| --- | --- |
| **Checklist** | **Go/No-Go** |
| The execution of the scenario was successful and facilitators monitored the events | [Yes | No] |
| The debriefing sessions were performed according to plan | [Yes | No] |
| Data collection was successful | [Yes | No] |

# Evaluation Phase

|  |  |
| --- | --- |
| **Checklist** | **Go/No-Go** |
| Data collected have been analysed according to the evaluation strategy | [Yes | No] |
| A complete After- Action Report has been completed, including key findings linked to the defined objectives | [Yes | No] |

# Moving Forward

|  |  |
| --- | --- |
| **Checklist** | **Go/No-Go** |
| Exercise results have been disseminated to the right stakeholders with the appropriate tools | [Yes | No] |
| An impact assessment has been conducted, based on the reports and results | [Yes | No] |
| An action plan has been developed, including a roadmap with a clear scope and ownership, to implement the required tasks | [Yes | No] |
| Monitoring tools and processes have been put in place to control the implementation of the improvement plan | [Yes | No] |
| The exercise has been replayed by planners & relevant teams to capture improvement opportunities | [Yes | No] |