



# 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*

# Improvement Planning

## *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*

# Improvement Planning

## *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.

# Improvement Planning

## *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)

# Improvement Planning

## *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

# Improvement Planning

*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*

# Improvement Planning

*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*



# Improvement Planning

*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*

# Improvement Planning

## *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)

# Improvement Planning

## *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*