EO M503.02 – PREPARE AN EXERCISE

1. **Performance**: Prepare an Exercise
2. **Conditions**:
   a. Given:
      (1) Supervision, and
      (2) Assistance as required.
   b. Denied: Nil.
   c. Environmental: Classroom or training area large enough to accommodate the entire group.
3. **Standard**: The cadet, as a member of a group, shall prepare an exercise, to include:
   a. writing an exercise plan;
   b. obtaining approval for an exercise;
   c. communicating the plan, to include:
      (1) assigning team members to all exercise roles;
      (2) explaining tasks;
      (3) announcing the exercise.
4. **Teaching Points**:

TP	Description	Method	Time	Refs
TP1	Explain the concept of a project audience.	Interactive Lecture	5 min	C3-252 (pp. 45–60) C0-453 (pp. 9-1-1 to 9-1-2)
TP2	Explain defining the plan, to include: a. developing a work-breakdown structure (WBS); b. determining precedence; c. developing a schedule; d. determining team members' skills and knowledge; e. defining team members' roles and responsibilities; f. determining and planning non-personnel resources; g. identifying risk; h. preparing a tracking system; and i. confirming team members' participation.	Interactive Lecture	25 min	C3-252 (pp. 61–214)

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TP	Description	Method	Time	Refs
TP3	Have the cadets create an exercise plan template.	In-Class Activity	20 min	A0-200 (pp. 9-1-1 to 9-4-11) C0-453
TP4	Explain starting the team, to include: a. announcing the exercise; and b. planning a successful pre-exercise meeting.	Interactive Lecture	20 min	A0-200 (pp. 9-4-6 to 9-4-9) C3-252 (pp. 247–248)
TP5	Have the cadets discuss sustaining motivation during a project.	Guided Discussion	10 min	C3-252 (pp. 255–264)

5. **Time**:

a.	Introduction / Conclusion:	10 min
b.	Interactive Lecture:	50 min
c.	In-Class Activity:	20 min
d.	Guided Discussion	10 min
e.	Total:	90 min

6. **Substantiation**:

   a. An interactive lecture was chosen for TPs 1, 2 and 4 to orient the cadets to the planning and preparation of an exercise.

   b. An in-class activity was chosen for TP 3 as it is an interactive way to provoke thought and stimulate interest about plan format.

   c. A guided discussion was chosen for TP 5 as it allows the cadets to discuss sustaining motivation during a project by sharing opinions, knowledge and experience with the group. The instructor, through a series of guided and follow-up questions, is able to stimulate the cadet's interest in sustaining motivation during an activity. The guided discussion contributes to the cadet's listening skills and team development.

7. **References**:

   a. A0-200 B-GL-303-002/FP-000 Canadian Forces. (1995). *Operational staff procedures : Staff duties in the field*. (Volume 2). Ottawa, ON: Department of National Defence.

   b. C0-453 Doc Stoc. (2009). *Format for activity plan*. Retrieved November 1, 2009, from http://www.docstoc.com/docs/4977554/FORMAT-FOR-ACTIVITY-PLAN

   c. C3-252 ISBN 978-0-470-04923-5 Portny, S. E. (2007). *Project management for dummies*. Hoboken, NJ: Wiley Publishing.

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8. **Training Aids**:

   a. Presentation aids (eg, whiteboard / flip chart / OHP / multimedia projector) appropriate for the classroom / training area,

   b. Exercise Plan Example,

   c. Exercise Plan Template, and

   d. Guided Discussion worksheet.

9. **Learning Aids**:

   a. Exercise Plan Example, and

   b. Exercise Plan Worksheet.

10. **Test Details**: This EO is assessed IAW Chapter 3, Annex B, 503 PC.

11. **Remarks**: Cadets shall be given the opportunity to prepare a cadet exercise, as a member of a group, as part of their OJT.

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