A white background with blue and yellow circles

Description automatically generated

Facilitator Runsheet

[Exercise Name]

**Prepared by**

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Purpose and use: You can use this document to help prepare the tabletop exercise and the injects, and think about further context around each inject. This document is then intended to be a resource for the exercise facilitator/s, to assist them with running the tabletop on the day of the exercise. It details the real-time run sheet for the day, and provides prompts to encourage and facilitate participant discussion.

# Exercise Summary

## High level scenario

[Fill in the high-level scenario and organisational context here]

## Aim

[Insert exercise aim]

## Objectives

[Insert exercise objectives]

## Attendees

|  |  |  |
| --- | --- | --- |
| Role | Name | Position |
| Facilitator |  |  |
| Participant |  |  |
| Participant |  |  |
| Participant |  |  |
| Participant |  |  |
| Participant |  |  |
| Participant |  |  |
| Participant |  |  |
| Participant |  |  |
| Observer |  |  |
| Observer |  |  |

## Details

* **Date**:
* **Time**:
* **Location**:

# Detailed timeline

Example filled below:

* 9:00: Welcome to session
  + Acknowledgement of country
  + Housekeeping – toilets and emergency exits
  + Explain purpose of tabletop, how it will be conducted and timeframes
  + Any pre-exercise questions from participants
* 9:40: Exercise starts, as per table below:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Real time | | Inject | Facilitator questions | Other info that may or may not be shared with participants | Expected participant response | |
| 9:40 | 3pm Saturday – [xxx team] receives an alert from [alert service] about [service] | | * Would anybody receive this alert on the weekend? * Is there somebody assigned on call? * Would anything be actioned on the weekend, or would you wait until business hours? * Do you have processes to follow? If so, what do they look like? | * [Service] is aware of the security issue | * On-call to investigate alert | |
| 9:50 | 8pm Saturday – An adversary appears to have gained unauthorised access to [compromised service] | | * What steps would you take to isolate this incident? * Who would be required in order to do this? * Do you have a playbook to follow? * Would you escalate this incident / advise any more senior stakeholders yet? * Who are you communicating with? * Have you set up a War Room? What does this look like (in-person, online)? | * [Adversary] * [Motive] | * Set up virtual War Room * Engage with [team] | |
|  |  | |  |  | |  |
|  |  | |  |  | |  |

# References / resources

[Additional page for references / resources if required]