

Observer Evaluation

[Exercise Name]

**Prepared by**

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Purpose and use: This document should be provided to your identified observers ahead of the exercise. The observers should take their notes within this document, and provide this evaluation document to the exercise facilitator/s after the conclusion of the tabletop. The exercise facilitator/s can then use these observer evaluations to help develop their After Action Report.

# Observer Evaluation Role and Exercise Summary

[Preamble on document sensitivity – e.g. *This document contains information that is for EXERCISE USE ONLY and NOT FOR PUBLIC DISTRIBUTION. Members are requested to protect this document from public distribution. The information in this Observer evaluation is intended for the exclusive use of this exercise*.]

## Aim of the Evaluation

* **Understand participant responses:** Observe how participants react to each inject, including their actions, decisions, and communication.
* **Capture key discussion points:** Document notable discussions, debates, or strategies arising from each inject.
* **Identify strengths and weaknesses:** Assess the effectiveness of participants' responses, noting both successful actions and areas for improvement.
* **Note opportunities for enhancement:** Identify potential improvements in procedures, protocols, or participant training based on observed actions and outcomes.

## Observer Instructions

* Record participants' actions and decisions in response to each inject.
* Summarise key discussions, debates, or decisions made by the participants.
* Highlight any areas of consensus or disagreement among the participants.
* Note any unresolved issues or topics requiring further exploration, or opportunities for improvement.
* General guidelines:
	+ Remain impartial and objective in observations, avoiding personal bias or judgment.
	+ Focus on factual reporting, providing clear and concise documentation of events.
	+ Prioritise accuracy and completeness in recording observations to facilitate post-exercise analysis and improvement efforts.

## Exercise Details

### Aim

* [Insert exercise aim]

### Objectives

* [Insert exercise objectives]

### Details

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

# Observation of injects and participant response

[Ensure there is a table per inject – e.g. if you have 7 injects, you’d have 7 tables]

|  |
| --- |
| Inject 1 |
| **Observations** | **Opportunities for Improvement** |
| * xx
* xx
 | * xx
* xx
 |

|  |
| --- |
| Inject 2 |
| **Observations** | **Opportunities for Improvement** |
| * xx
* xx
 | * xx
* xx
 |

|  |
| --- |
| Inject 3 |
| **Observations** | **Opportunities for Improvement** |
| * xx
* xx
 | * xx
* xx
 |

|  |
| --- |
| Inject 4 |
| **Observations** | **Opportunities for Improvement** |
| * xx
* xx
 | * xx
* xx
 |

## Overall exercise evaluation

|  |  |  |
| --- | --- | --- |
| Aim | Assessment | Comment |
| [Insert aim] | MetNot MetPartially Met |  |
| **Objective** | **Assessment** | **Comment** |
| [Insert objective] | MetNot MetPartially Met |  |
| [Insert objective] | MetNot MetPartially Met |  |
| [Insert objective] | MetNot MetPartially Met |  |