



XGM
version 0.3

1 Initiation

- Compose XMT
- Describe scope and context
 - Identify applicable situations
 - Identify involved organisations
 - Identify relevant capabilities
 - Identify nature of the problem
- Determine stakeholders
 - Identify relevant end-users
 - Identify relevant industry/RTOs
 - Identify relevant authorities
- Execute problem analysis
 - Specify the gaps in detail
 - Identify improvement needs
 - Describe the ideal situation
- Define solutions
 - Identify potential solutions
 - Select solutions
 - Specify selected solutions
- Specify exercise objectives
- Determine planning
 - Define milestones
 - Determine dates
 - Determine locations/facilities
 - Risk management
 - Determine communication plan

2 Preparation

- Determine constraints
 - Identify domain constraints
 - Identify cost & time constraints
 - Identify safety and security constraints
 - Identify ethical, legal and societal constraints
 - Identify technical constraints
- Determine performance criteria
 - Collect criteria
 - Provide mission criteria
 - Provide solution criteria
 - Provide exercise criteria
 - List SMART KPIs
 - Draw up the data collection plan
 - Decide on technical means
- Develop playbook
- Design scenario
 - Define core elements
 - Describe typical circumstances
 - Decide on roles
 - Describe technical ICT support
 - Describe non-technical support
 - Describe facility needs
 - Write script
 - Provide synopsis
 - Decide on sessions
 - Define outline
 - Enrich the script
 - Review and finalise script
- Set up technical environment
 - Select and specify technical means
 - Design technical infrastructure
 - Integrate ICT tools with the TTI
- Create physical environment
- Determine staffing and participants
 - Staffing Exercise Board
 - Approach domain experts
 - Approach specific scientists
 - Decide on participants
 - Process ethical, legal issues
- Develop supporting materials
 - Design domain specific materials
 - Design other required materials
- Develop documentation
- Implement and testing
 - Technical implementation
 - Scenario implementation
 - Check technical functioning
 - Perform reality check
 - Ensure and check overall integration

3 Execution

- Conduct test-run
 - Arrange test-run
 - Invite participants
 - Host test-run
 - Liaise with practitioners
 - Methodological set-up
 - Technical set-up
 - Perform test-run
 - Evaluate test-run
 - Assess domain-specific aspects
 - Assess methodological aspects
 - Assess technical support aspects
 - Assess facilitation aspects
 - Ethical and legal review
 - Decide on corrective actions
- Perform required corrections
 - Solve domain-specific issues
 - Solve methodological issues
 - Solve technical support issues
 - Solve facilitation issues
 - Solve remaining issues
- Take go/no-go decision
- Arrange exercise
 - Invite end-user participants
 - Recruit participants
 - Send pre-information
 - Finalise technical support
 - Finalise facility management
- Conduct exercise
 - Make final preparations
 - Introduce the exercise
 - Inform of purpose and goal
 - Inform of ethical/legal issues
 - Inform of logistics, safety and security
 - Instruct participants on their roles
 - Provide technical instructions
 - Run scenario
 - Introduce scenario sessions
 - Execute scenario sessions
 - Support scenario running
 - Collect and store data/feedback
 - Debrief end-user players
 - Debrief observers
 - Store technical data
 - Store multimedia
- Close the exercise
 - Arrange hot wash-up
 - Discuss end-user perspective
 - Provide initial conclusions

4 Evaluation

- Validate and structure data
- Analyse results
 - Assess domain-specific performance
 - Assess solution-specific performance
 - Evaluate exercise
 - Assess fulfilment objectives
 - Evaluate end-user contributions
 - Evaluate scientific approach
 - Evaluate facilities
 - Evaluate technical support
 - Identify lessons learned
- Reporting and dissemination
 - Provide domain-specific input
 - Provide scientific input
 - Disseminate internally
 - Disseminate within end-user domain
 - Disseminate within scientific domain