

PLAN – Six Steps of Mission Planning

1. Determine the Mission Objective

- A. Clear
- B. Measurable
- C. Achievable
- D. Supports the Future Picture

2. Identify the Threats

- A. Internal and External
- B. Controllable or Uncontrollable

3. Identify Your Available and Required Resources

- A. Resources to achieve the Mission Objective
- B. Mitigate or eliminate controllable threats
- C. Consider resources in the following categories:
 - training, leadership, people, clients and customers,
 - fiscal resources, systems, and technologies

4. Evaluate Lessons Learned

5. Develop a Course of Action

- A. Brainstorm in separate planning teams
- B. Integrate the plans
- C. Create final Course of Action with “Who does what, when, and to what metric or result”
- D. Red Team
- E. Incorporate Red Team comments into a final plan

6. Plan for Contingencies

Trigger Action Matrix

BRIEF

B.R.I.E.F.

- B**ig Picture - Brief the Scenario
- R**evue the Mission Objectives
- I**dentify the Threats and Resources
- E**xecution - Course of Action
- F**lexibility - Contingencies

EXECUTE

1. Checklists
2. Crosschecks
3. Mutual Support
4. Task Shedding
5. Standards

DEBRIEF – S.T.E.A.L.T.H.

- S**et the Time – Specific time and place set during mission planning
- T**one – Nameless and Rankless
- E**xecution vs. Objectives – Was the mission objective met in accordance with the Course of Action?
- A**nalyze Execution – What were the causes and the root causes of failure and successes (refer to Root Cause Analysis Matrix below)?
- L**essons Learned – Develop actionable lessons learned
- T**ransfer Lessons Learned – Transfer lessons learned to your Team or Organization
- H**igh Note – Positive summation of the mission



Root Cause Analysis Matrix

Six Fundamentals	Mission Planning	Task Saturation
Leadership Organization Communication Knowledge Experience Discipline	Mission Objective Threats Resources Lessons Learned Course of Action Contingency	Checklists Crosschecks Mutual Support Task Shedding Standards Metrics / Expectations