

## PLAN – Six Steps of Mission Planning<sup>®</sup>

### 1. Determine the Mission Objective

- A. Clear - Measurable - Achievable
- B. Aligned to High Definition Destination (HDD)
- C. Drives Action

### 2. Identify the Threats

- A. Obstacles to Success
- B. Internal and External
- C. Controllable and Uncontrollable

### 3. Identify Your Available and Required Resources

- A. Resources to Achieve the Mission Success
- B. Mitigate or Eliminate Threats
- C. Consider resources in the following categories: training, leadership, people, clients / customers, fiscal resources, systems, and technologies

### 4. Evaluate Lessons Learned

- A. Consider Experiences of the Team
- B. Experts Available for Consultation
- C. Documented Lessons Learned
- D. Go/No Go

### 5. Develop a Course of Action

- A. Brainstorm in separate planning teams / TeamStorming<sup>SM</sup>
- B. Red Team - Incorporate comments into plan
- C. Create final Course of Action “Who, Does What, When”

### 6. Plan for Contingencies

- A. What Could Go Wrong - What If?
- B. Uncontrollable Threats
- C. Trigger - Action Steps

## BRIEF

- B**ig Picture - Brief the Scenario
- R**eview the Mission Objective
- I**dentify the Threats and Resources
- E**xecution - Course of Action /Action Steps
  - Roles/Responsibilities
  - Risks & Mitigation
  - Identify Leaders
- F**lexibility - Contingencies



## EXECUTE

- Task Saturation
- Standards, Checklists, Crosschecks
- Mutual Support, Task Shedding
- Execution Rhythm & X-Gap Meetings

## DEBRIEF – S.T.E.A.L.T.H.

**Set the Time:** Location, Duration, Prepare

**Tone:** Nameless and Rankless- Events Not People  
Not Who is Right, but What is Right! Truth over Harmony

**Execution vs. Objectives:** What was the Mission Objective? Was it clear, measureable, achievable and aligned with your HDD?

**Analyze Execution: Focus on Key Events: What Happened?**  
How Did It Happen; Why Did It Happen? ( refer to Root Cause Analysis Matrix below )

**Lessons Learned:** Action Steps for Future Planning

**Transfer Lessons Learned:** Transfer lessons learned to your Team / Organization. Accelerates Experience. Improves Future Execution

**High Note:** Positive Summation! Celebrate Road To Success



## Root Cause Analysis Matrix

Six Steps of Mission Planning	LOCKED on Teams®	Task Saturation®
1. Mission Objective	Leadership	• Execution Rhythm
2. Threats	Organization	• X-Gaps
3. Resources	Communication	• Establish a Communication Plan
4. Lessons Learned	Knowledge	• Crosschecks & Checklists
5. Course of Action	Experience	• Utilize Mutual Support
5. Course of Action	Discipline	• Task Shedding
6. Contingency	Teamwork	• Execute to Standards

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