[Sponsor Organization]

Rolling Summary Report

[Date]

# Points of Contact

[State Administrative Agent:]

[Name]

[Title]

[Agency]

[Street Address]

[City], [State] [ZIP]

[xxx-xxx-xxxx] (Office)

[xxx-xxx-xxxx] (Cell)

[E-mail]

[Exercise POC:]

[Name]

[Title]

[Agency]

[Street Address]

[City], [State] [ZIP]

[xxx-xxx-xxxx] (Office)

[xxx-xxx-xxxx] (Cell)

[E-mail]

[Training POC:]

[Name]

[Title]

[Agency]

[Street Address]

[City], [State] [ZIP]

[xxx-xxx-xxxx] (Office)

[xxx-xxx-xxxx] (Cell)

[E-mail]

# Purpose

[Modify and augment language in this section as appropriate.]

The purpose of the Rolling Summary Report is to provide an analysis of issues, trends and key outcomes of exercises covered in the multi-year schedule of preparedness activities. The rolling summary report is designed to:

* Inform senior leaders on the progress of exercise programs;
* Provide data to support preparedness assessments and reporting requirements; and
* Enable exercise planners to modify objectives and the preparedness activity schedule to reflect knowledge gathered from the exercises process, so organizations can address known shortfalls prior to exercising capabilities.

[Provide introductory language as necessary. Consider specifying or describing:

* [High-level summary information about exercises conducted to date];
* [Major findings from the exercises and real-world events]; and
* [Follow-on actions being taken to address major findings].

# Overview of Exercises

Below are the exercises that have been completed thus far in the series:

| **Name** | **Date** | **Scenario** | **Type** |
| --- | --- | --- | --- |
| [Exercise name] | [Exercise date] | [Exercise scenario] | [Exercise type] |
| [Exercise name] | [Exercise date] | [Exercise scenario] | [Exercise type] |
| [Exercise name] | [Exercise date] | [Exercise scenario] | [Exercise type] |
| [Exercise name] | [Exercise date] | [Exercise scenario] | [Exercise type] |
| [Exercise name] | [Exercise date] | [Exercise scenario] | [Exercise type] |
| [Exercise name] | [Exercise date] | [Exercise scenario] | [Exercise type] |

# Exercise Outcomes

## Corrective Actions

### Key Findings:

* [Outline key findings from exercises and real-world events to date.]
* [Consider highlighting information that would be important to key leadership.]
* [Example: The State has demonstrated significant Public Information and Warning capability thus far during the exercise series. In one exercise, the timely warning information provided to operators at increased risk of a Cyber Incident allowed them to react quickly. In another exercise, the whole community was informed of pertinent recovery information through a range of communication vehicles including social media.]

Below are currently tracked corrective actions:

| **Corrective Action** | **POC** | **Repeat Finding** | **Estimated Completion Date** |
| --- | --- | --- | --- |
| [Corrective Action] | [POC] | [Y/N] | [Date] |
| [Corrective Action] | [POC] | [Y/N] | [Date] |
| [Corrective Action] | [POC] | [Y/N] | [Date] |
| [Corrective Action] | [POC] | [Y/N] | [Date] |
| [Corrective Action] | [POC] | [Y/N] | [Date] |
| [Corrective Action] | [POC] | [Y/N] | [Date] |

## [Capability]

[Include capabilities and capability targets addressed during the reported exercises and real-world incidents to date]

### Capability Targets:

[Insert table and/or graph as appropriate to show changes in capability targets]

Figure X: Summary of capability target progress during [timeframe].

### Key Findings:

* [Outline key findings from the exercises conducted and real-world incidents to date]
* [Consider highlighting information that would be important to key leadership.]

## [[Capability]

[Include capabilities and capability targets addressed during the reported exercises and real-world incidents to date]

### Capability Targets:

[Insert table and/or graph as appropriate to show changes in capability targets]

Figure X: Summary of capability target progress during [timeframe].

### Key Findings:

* [Outline key findings from the exercises conducted and real-world incidents to date]
* [Consider highlighting information that would be important to key leadership.]

## [Capability]

[Include capabilities and capability targets addressed during the reported exercises and real-world incidents to date]

### Capability Targets:

[Insert table and/or graph as appropriate to show changes in capability targets]

Figure X: Summary of capability target progress during [timeframe].

### Key Findings:

* [Outline key findings from the exercises conducted and real-world incidents to date]
* [Consider highlighting information that would be important to key leadership.]

## [Capability]

[Include capabilities and capability targets addressed during the reported exercises and real-world incidents to date]

### Capability Targets:

[Insert table and/or graph as appropriate to show changes in capability targets]

Figure X: Summary of capability target progress during [timeframe].

### Key Findings:

* [Outline key findings from the exercises conducted and real-world incidents to date]
* [Consider highlighting information that would be important to key leadership.]