OPERATIONS PLAN

1. Includes title, author’s name, & contact information  
   Achievement: Yes  Partially  No  
   Total: 2  0  0

2. At least 28 of 40 sections identified in the outline on next page have been addressed  
   Achievement: Yes  Partially  No  
   Total: 2  0  0

3. Sufficiently thorough; completed sections include all essential facts; no major planning details are overlooked  
   Achievement: Yes  Partially  No  
   Total: 2  1  0

4. Project goals are clearly identified  
   Achievement: Yes  Partially  No  
   Total: 2  0  0

5. All content is factually accurate  
   Achievement: Yes  Partially  No  
   Total: 2  1  0

6. Key regulatory requirements are referenced  
   Achievement: Yes  Partially  No  
   Total: 2  1  0

7. Contingency plans are discussed, where appropriate  
   Achievement: Yes  Partially  No  
   Total: 2  0  0

8. “Hit by a bus” test: Includes enough detail so that a substitute leadership team could implement the plan if the original team were suddenly unavailable  
   Achievement: Yes  Partially  No  
   Total: 2  1  0

9. Grammatically correct and free of spelling errors  
   Achievement: Yes  Partially  No  
   Total: 2  1  0

10. Document is formatted in a consistent, reader-friendly style  
    Achievement: Yes  Partially  No  
    Total: 2  1  0

Mandatory Qualities  If the cadet scores a 0 in any of the shaded categories, the cadet must edit and resubmit the operations plan to earn credit.

<table>
<thead>
<tr>
<th>Senior Mentor / Evaluator</th>
<th>Total Points Earned (minimum 15 of 20 to pass)</th>
<th>MEETS STANDARDS</th>
<th>REQUIRES REVISION</th>
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Senior Mentor’s Comments
1. **Introduction**
   1.1 Activity Name:
   1.2 Sponsoring Unit:
   1.3 Activity Director:
   1.4 Plan Author & Contact Info
   1.5 Location:
   1.6 Date(s):
   Subtotal ________

2. **Goals**
   2.1 Project Goal
   2.2 Learning Objectives
   2.3 Command Intent
   Subtotal ________

3. **People**
   3.1 Cadet Eligibility Requirements
   3.2 Required Staff Positions
   3.3 Senior Staff Selection Process
   3.4 Cadet Cadre Selection Process
   3.5 Cadet Student Registration Process
   3.6 VIPs Invited & Protocol
   Subtotal ________

4. **Program**
   4.1 Curriculum Outline
   4.2 Lesson Plans with objectives (identify their location or source)
   4.3 Assessment Method(s)
   Subtotal ________

5. **Supporting Resources**
   5.1 Host Facility (lodging, meals, training space, POCs)
   5.2 Activity Equipment Requirements
   5.3 Arrival & Departure Transportation
   5.4 Ground Transportation Plan During Program
   5.5 Communication & Alert Plan During Program (public address, texts, Twitter, phone tree, etc.)
   Subtotal ________

6. **Marketing**
   6.1 Internal CAP Publicity Plan (pre-activity)
   6.2 Media Relations Goals
   Subtotal ________

7. **Safety**
   7.1 Identified Risks
   7.2 Emergency Medical Services Available
   7.3 Plan for Safety Briefings
   7.4 Hospital Transportation Plan
   7.5 Hydration & Nutrition Plan
   7.6 Sleep Plan
   7.7 Inclement Weather (Minimums, Contingencies)
   Subtotal ________

8. **Metrics**
   8.1 Key Indicators of Program Success
   8.2 Participants’ Feedback Opportunities
   8.3 Staff & Cadre Feedback Opportunities
   8.4 Plan for conducting After Action Review
   Subtotal ________

9. **Appendices**
   9.1 Budget
   9.2 Welcome Letter (or webpage) with application process, fee schedule, packing list, travel instructions
   9.3 Organizational Chart
   9.4 Schedule
   Subtotal ________

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For SDA purposes, cadet needs to have completed 28 of 40 items

Grand Total Completed: ________

18