The Operational Planning "P"

Facilitate meeting
Provide Situation Briefing
Review proposed strategy, tactics & resource requirements
Identify resource shortfalls
Assure the strategy & tactics comply with IC/UC objectives
Mitigate Logistics and Safety issues

Clean up ICS-215 & make hard copies for attendees
Notify participants of meeting location & time
Setup meeting room

Facilitate meeting
Provide Situation Briefing
Confirm availability of resources
Verify support for the proposed plan
Document decisions & assigned actions

Meet with Operations to determine strategies, tactics & resource requirements
Complete ICS-215
Notify meeting participants of scheduled meeting
Setup meeting room

Develop components of the IAP
Review completed IAP for correctness
Provide IAP to IC/UC for review and approval
Make copies of IAP for distribution

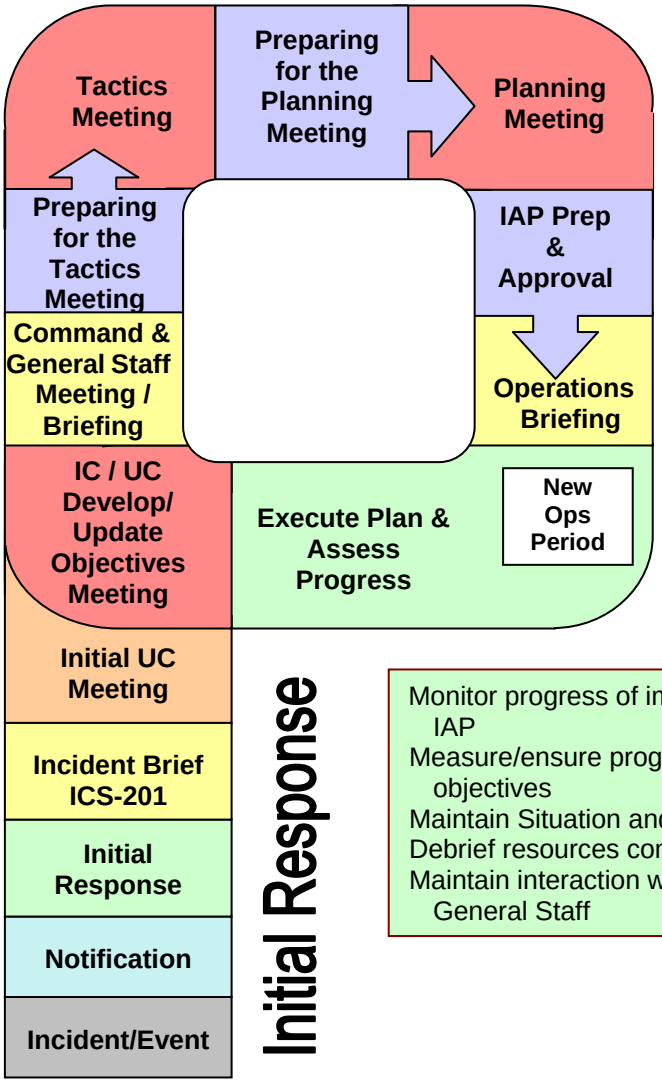
Setup meeting room
Facilitate meeting
Provide Situation Briefing
Receive work tasks & assignments
Resolve conflicts & clarify roles & responsibilities

Setup briefing area
Provide situation briefing
Distribute copies of IAP
Facilitate briefing
Make adjustments to IAP, if necessary

Setup Meeting Room
Facilitate meeting
Provide recorder to document decisions
Distribute and post decisions

Setup meeting room
Facilitate Meeting
Provide recorder to document discussion points

Facilitate ICS-201 brief
Obtain ICS-201 & distribute to RESL & SITL
Document results of ICS-201 briefing

Check-in
Receive IC/UC Briefing
Activate Plans Section
Organize & brief subordinates
Acquire work materials

Monitor progress of implementing the IAP
Measure/ensure progress against stated objectives
Maintain Situation and Resource status
Debrief resources coming off shift
Maintain interaction with Command and General Staff