

# How to run the tabletop

Sixty minutes. Six to ten participants. One deck. One facilitator. One sticky-note pad. One pen each.

## Setup (do this before participants arrive)

- Shuffle each card type into its own stack: **Scenarios, Practices, Procedures, Injects**.
- Place the four stacks face-down at one end of the table.
- Print the AAR/IP template (back of this sheet) and place it beside the stacks.
- Pick a participant to scribe. Their job is to fill in the AAR/IP as the discussion runs.
- Set a visible timer. The 60-minute constraint is the discipline.

## Run-sheet

Time	Phase	What to do
00:00 – 00:05	Set the scene	Draw <b>1 Scenario card</b> . Read it aloud, slowly. Do not solicit responses yet. Place it face-up at the head of the table.
00:05 – 00:15	Initial response	Round the table. Each participant says, in 60 seconds or less: <i>what would I do first, and why?</i> Resist the urge to debate. Capture answers verbatim on sticky notes.
00:15 – 00:30	Practice mapping	Draw <b>4 Practice cards</b> . Place them on the table around the Scenario. For each, the group discusses: <i>how does this practice apply to what just happened?</i> If a practice does not apply, say so out loud and say why.
00:30 – 00:35	The inject	Draw <b>1 Inject card</b> . Read it aloud. The room is now 5 minutes into a CMMC assessment going sideways. Pause and let it land.
00:35 – 00:50	Adjusted response	Round the table again. Each participant says: <i>which decisions in the first 15 minutes are now wrong, and what evidence would I produce now?</i> Capture changes.
00:50 – 00:55	Procedure card	Draw <b>1 Procedure card</b> . Answer the prompt as a group. The goal is not to be right; the goal is to find the seams.
00:55 – 01:00	Capture	Each participant writes one finding on a sticky note: <b>What would we do differently?</b> Stick them on the AAR sheet on the back of this page. Facilitator owns producing the Improvement Plan within 5 working days.

## Facilitator stance

- **Do not teach.** The deck is the curriculum. Your job is timing and silence-management.
- **Do not rescue.** If the room cannot answer a Procedure prompt in 60 seconds, that silence is the finding. Capture it.
- **Do not debate adequacy.** If a participant says evidence is adequate, ask: *what would the assessor sample, and would it survive?* Move on.
- **Do not skip the inject.** The 5 minutes after the inject is the most valuable part of the hour. Protect it.

# After-Action Report & Improvement Plan

HSEEP-shaped one-page AAR/IP. Fill this in during the final 5 minutes of the exercise and during the 5 working days after.

Exercise name

Date

Facilitator

## 1. Exercise overview

Scenario drawn, inject drawn, participants present, practices discussed.

## 2. Scenario summary

In 2–3 sentences: what was the scenario, and how did the inject change it?

## 3. Practice areas discussed

List each practice ID examined and whether the room would self-assess MET / PARTIAL / NOT MET.

## 4. Areas for improvement & corrective actions

Finding	Corrective action	Owner	Target date

## 5. Conclusion

What would we do differently if this scenario arrived tomorrow for real?

This AAR/IP is structured to be HSEEP-legible. It is not an official FEMA/CISA document. File it where your organization files exercise outputs.