

**P-410 Fire Prevention Education Team Leader
Supervising Daily Operations - The Exercise Checklist**

OBJECTIVE: THIS EXERCISE WILL USE AS THE RESULTS OF THE TEAM DEVELOPMENT/ACTION PLAN EXERCISE FROM UNIT 2E. THIS WILL BE THE IMPLEMENTATION PHASE.

Major exercise considerations

- A. The daily activity schedule
 - a. Hours of work (approval for more than 12 hours required)
 - b. Location of the work
- B. Project planning for the 14 day assignment Establish time lines with completion dates
- C. Project leadership/responsibilities
- D. Work planning
- E. Project scheduling
- F. The budget, how much will it cost?
- G. Project procedures/controls
- H. Program monitoring
- I. Standard checklists
- J. Reviews

EACH TEAM WILL GIVE A 15 MINUTE BRIEFING ON THE RESULTS ON THEIR PLANNING ACTIVITY.

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