

Public Health and Medical Planning Plan Review and Approval

Practices for Productive Plan Reviews

Plan reviews are critical to assure the operational validity. A written plan should be checked for its conformity to applicable regulatory compliance and for its usefulness in practice. Plan reviews allow other personnel and agencies to suggest improvements based on their combined experience. Reviewers should utilize the following practices to maximize the effectiveness of their review.

1. Questions to Ask Your Self When Reviewing a Plan

- Are the planning assumptions valid?
- Is the concept of operations sufficient to meet the mission requirements?
- Are assignments designated in the plan compliant with roles and responsibilities as you understand them?
- Does the plan demonstrate an effective and feasible use of resources?
- Does the plan comply with existing doctrine (i.e. statutory requirements, policies)?
- Does the plan adequately answer who will execute it?
- Does the plan describe how it will be accomplished?

2. Examples of Productive vs. Not-So-Helpful Comments

Productive Comments:

- Planning assumption #3 is not valid because of ZZZ.
- On page 16, paragraph 3. The meaning of this sentence is unclear. If the intent is XXX, it would be better phrased as YYY. Add explanatory material (if necessary) about why "XXX" should be changed to "YYY."
- Page X, Line X. Further explanation is necessary of what is meant by "XXXX."
- On paragraph 2 of the Command and Control section, it states XXX which conflicts with the command and control section of the base plan.
- It is unclear who will perform the tasks identified on page 22.
- The course of action described on page 14 of the plan does not seem like the most feasible option because XXX. Has YYY been considered?
- The office/division/agency of XXX can not realistically perform the functions and tasks as described in this plan because of YYY, may need further discussion.

Not-So-Helpful Comments:

- You ought to throw this entire document in the trash can.
- There are two spaces between "Division" and "of" in the roles and responsibilities section.
- This doesn't make sense to me.
- We can't do what you want us to in this plan.

3. Keep These Thoughts in Mind

- Comments focused on the content of the plan will lead to a better product.
- If a plan is provided to you for comment that likely means that you or your office/agency has a designated role in the plan.
- Not commenting on a plan is usually considered a sign of your approval and acceptance of the plan as is.
- If you have many questions or concerns regarding the plan, don't hesitate to call the plan owner and discuss the issues.
- If a plan is routed for review with specific instructions for documenting comments, try to provide comments in the requested format. This will greatly assist the plan owner in tracking comments in a systematic way.