## APPENDIX 2: SIMULATION SCENARIO TEMPLATE

**Scenario** *INSERT #*

**Simulation-Based Mock-up Evaluation of** *INSERT ROOM NAME*

**Date:**

**Background** *Insert appropriate background information about the room and rationale for the evaluation*

**Stakeholders**

Project sponsor: *insert name and contact information*

*(list stakeholders, including the name of the group being represented and the name and contact information of the individual representing the group*)

**Scenario** *Insert written description/overview of the scenario*

|  |  |  |
| --- | --- | --- |
| **Scenario tasks** | **Evaluation objectives** | **Notes** |
| * [*list tasks in chronological order*] | * [*list evaluation objectives associated with each task and how they will be evaluated*] | * [*for example confederate instructions to introduce a distraction*] |
|  |  |  |

**Scenario requirements**

Location: insert address and directions

Participants: list all roles directly involved in this scenario and name of the individual enacting each role

Equipment required: list all equipment involved in this scenario and name of the individual responsible for bringing each piece of equipment

Supplies required: list all supplies involved in this scenario and name of the individual responsible for bringing each supply

Other requirements: includes room configuration requirements, make up/moulage needed, etc.

**Pre-scenario training required**

List all training needed prior to enacting scenarios including training provided in-house or by vendors

**Out of scope**

List things that will not be included in the evaluation scope