## **After Action Review**

## Background

**Team Name:**

**Event Reviewed:**

**Date of Review:**

**Participants:**

## Agenda

|  |  |
| --- | --- |
| **Objectives** | **Maximum Time**  |
| Review of AAR ground rules (end by X:13)* Active participation from everyone
* Everyone’s views have equal value
* For learning, not criticism
* Commitment to identifying opportunities for improvement and recommending possible improvement approaches
* Be creative in proposing solutions
* Consensus where possible, clarification where not
 | 3 |
| What did we expect to happen? | 5 |
| What happened and why did it differ from the plan?* What went well and why?
* What can be improved and how?
 | 15 |
| What are we committing to doing differently in the activity? | 15 |
| Rate the success of the activity | 7 |
| What specific follow-up items remain for the activity? | 5 |

## Report

### **What did we expect to happen? (end by X:13)**

(What were the objectives?)

**What actually happened and why did it differ from the plan?**

### **What went well and why? (end by X:25)**

(What were the successful steps taken towards achieving the objectives stated above?)

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| --- | --- |
| **Successes** | **Steps to Ensure Future Success** |
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### **What can be improved and how? (end by X:33)**

(What could have been done better? What can we do differently in similar, future situations to ensure success?)

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| --- | --- |
| **Room for Improvement** | **Recommendations** |
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### **What are we committing to doing differently? (end by X:48)**

(Given the resources available, which recommendations can we implement next time?)

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| **Recommendation**  | **Responsible** |
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### **Rate the implementation (end by X:55)**

(On a scale of 1-10 rate the process and provide an explanation for your rating.)

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| --- | --- |
| **Rating** | **Reason**  |
| **1(low)** |  |
| **2** |  |
| **3** |  |
| **4** |  |
| **5** |  |
| **6** |   |
| **7** |  |
| **8** |  |
| **9** |  |
| **10(high)** |  |

### **What specific follow-up items remain? (end by X:00)**