After Action Review Template

After Action Review (AAR) Report Form

**Action Reviewed**
(This can be an action, event, project, process or procedure)

**Participants/Stakeholders involved in AAR:**
(Name and role. Indicate the facilitator of the AAR)

1. What was the purpose and intended outcomes?
(Record goals and expectations, and any processes involved)

2. What were the actual outcomes?
(Record what actually happened. Point out where objectives were achieved and where not achieved. Focus on the process and not blaming people. Record group consensus after individual perspectives are shared)

3. Was there a difference between the intended and actual outcomes?
(Compare expectations with results and determine how they differ and possible causes. Was there lack of relevance or clarity in expectation? Ascertain other factors in the deviation. Achieve a high level of consensus)

4. What should we sustain going forward and what can we do next time to improve or ensure the intended outcomes?
(What bolstered or detracted from the outcome? - key actions for success, missing steps, confusion over roles and responsibilities, unforeseen problem? What can be done to avoid problems and assure success?)

5. When is the next opportunity to test what we have learned and how will we communicate adjustments?
(Also consider including other notes or supporting documents that might support continuous improvement)