**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)