After-Action Review

Project or Event Title:

Team Members Involved:

Date(s) of Project/Event:

Objective(s) of Project/Event:

Location:

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01 **PROJECT DESCRIPTION**

Briefly summarize the project, including the scope, key activities, and any significant milestones.

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02 **OBJECTIVES AND OUTCOMES**

Planned Objectives and Goals:

Actual Outcomes:

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03 **REVIEW OF ACTIONS**

Break down the key actions taken during the project, and compare results and outcomes for each.

Action:

Intended Result:

What Went Well:

Actual Result:

What Can Be Improved:

Action:

Intended Result:

What Went Well:

Actual Result:

What Can Be Improved:

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After-Action Review (cont.)

Action:

Intended Result:

_____

Actual Result:

_____
_____

What Went Well:

_____

What Can Be Improved:

_____
_____

04 KEY LEARNINGS AND INSIGHTS

Summarize the main learnings from the project as a whole, including both what went well and what could be improved.

_____
_____
_____
_____

05 RECOMMENDATIONS FOR FUTURE ACTIONS

Based on the above, provide recommendations for future projects.

_____
_____
_____
_____

06 NEXT STEPS

List any follow-up actions that need to be taken, who is responsible, and the timeline for these actions.

_____
_____
_____
_____

07 ADDITIONAL COMMENTS

Include any additional comments from team members or stakeholders.

_____
_____
_____
_____
_____

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