12 Month After Action Review

The following is a process used by the US Military called After Action Review. The four key tenants of which are:

1. An AAR is a dynamic, candid, professional discussion of the event, activity, or program itself. Everyone can, and should, participate if they have an insight, observation, or question that will help identify and correct deficiencies or maintain strengths.
2. An AAR is not a critique or a complaint session. No one, regardless of rank, position, or strength of personality has all of the information or answers. AARs maximize learning by offering a venue for staff and leadership to talk frankly about a topic, produce a report, and better understand how to carry out similar events, activities, or programs in the future.
3. An AAR is not a full-scale evaluation or evaluation report. That is, an AAR does not grade success or failure. There are always weaknesses
4. THE AFTER-ACTION REVIEW to improve, strengths to sustain, and opportunities to learn from experience.

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| Planned Action / Initiative / Project: |
| What we expected would happen:  *[Go back to this time last year and ask yourselves what were you thinking at that time would actually play out]* |
| What actually happened:  What worked well:  What didn’t work: |
| The root cause(s) of why it things worked / didn’t work:  *[Consider the assumptions you made about resources, time, capability, the quality and timeliness of data, decision-making processes, effectiveness of communication, external forces, local culture etc]* |
| The new lessons we absolutely have to take about what worked and didn’t: |
| How should we adjust the plan or our methods going forward: |