

# AFTER-ACTION REVIEW



## WHAT IS AN AFTER-ACTION REVIEW (AAR)?

A structured review process for project teams to analyze what happened, why it happened, and what can be done better or differently in the future.

## DURING AN AAR, THE PARTICIPANTS ANSWER THE FOLLOWING QUESTIONS

- » What were the anticipated results?
- » What were the actual results?
- » What produced the actual results?
- » What will the team sustain or enhance?
- » What are some future opportunities to apply what was learned?

## AAR MAY BE ORGANIZED

- » as a formal or informal review process.
- » with an external facilitator or with the team lead as facilitator.

## USE IT TO

- » capture best practices and identify lessons to be learned from implementation experience.
- » capture multiple perspectives of what happened and why.
- » encourage feedback for improved performance.
- » enable knowledge transfer.

## HOW TO USE IT

- » Keep in mind the following if you are the team leader and are facilitating an AAR:
  - › Remain unbiased.
  - › Do not permit personal attacks among team members.
  - › Engage all team members in providing feedback and solutions.
- » Within a knowledge exchange initiative, AARs can be conducted at various times: after an event, activity, task, etc.
- » Create and maintain an open and trusting environment during an AAR so that participants may speak freely. This is important to achieve best results.