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.