

After-Action Review (AAR) Worksheet

Step 1: Set the Stage

Purpose of the AAR: _____

Participants: _____

Location: _____

Date and Time: _____

Step 2: Revisit Your Objectives

Original Objectives:

Were these objectives met? To what extent?

Step 3: Review What Happened

Description of Events:

Summarize the results of the project/event:

Step 4: Determine What Went Well

Successes and Positive Outcomes:

Reasons for Success:

Step 5: Determine What Didn't Go Well

Challenges and Issues:

Reasons for Challenges:

Step 6: Determine Lessons Learned

Key Takeaways:

Application to Future Projects:

Step 7: Create Action Steps

Action Steps:

Next time, we will:

Continue: _____

Start: _____

Stop: _____

Change: _____

Do More/Less: _____

Responsibilities and Timelines for Implementation

Future Review Meeting:

Date, Location, and Time: _____