

# Sample #2 After Action Review Template



Brief Project/Activity Description:		AAR Date:	
		dd-mmm-yyyy	
Names of Participants (Project Team & Questionnaire Recipients):		Site/Function Name:	
Main Positives – 'What went well'			
<ul style="list-style-type: none"> <li></li> </ul>			
Main Negatives – 'What could we have done better'			
<ul style="list-style-type: none"> <li></li> <li></li> </ul>			
What are the 'Key Lessons Learnt' & 'Critical Success Factors' to share with others?	Who are the key people/groups to share these learnings with?	How are these learnings going to be shared?	
<ul style="list-style-type: none"> <li></li> <li></li> <li></li> </ul>			
Key Actions Planned to Make Improvements & Sustain Success			
Key Activity	Planned Actions	Timing	Who