

## **After Action Review**

Organizational learning requires that teams continuously assess their performance to identify and learn from successes and failures. The After Action Review (AAR) is a simple but powerful tool to help you do this. Conducting an AAR at the end of a project, program or event can help your ministry learn from your efforts. Furthermore, sharing the results from your AAR can help future members learn your successful strategies and avoid pitfalls you have worked to overcome.

### **Ask, “What was expected to happen?”**

Start by asking what the ministry originally set out to do. Begin with the event planning worksheet. Encourage details. Some prompts that may be useful include:

- ❖ What was the purpose and objectives?
- ❖ Who was the audience?
- ❖ What was the initial timeline?
- ❖ Who was involved?
- ❖ What outcomes were intended?
- ❖ What products were to be produced?
- ❖ What facilitators and barriers were expected?

### **Ask, “What actually occurred?”**

It is important that participants focus on what transpired without determining what was good and what was bad. It is also important that full participation is encouraged so that all can add their perspective of what happened.

### **Ask, “What went well and why?”**

Always start with the good points. Ask, “What were the successful steps taken towards achieving your objective?” or “What went really well during the event?” We should be seeking to build on best practice as much as we can, and identifying strategies to ensure that successful practices are built in to future work and repeated.

## **Ask, “What can be improved, and how?”**

Identify the stumbling blocks and pitfalls, so they can be avoided in the future. The following prompts may be useful:

- ❖ Given the information and knowledge we had at the time, what could we have done better?
- ❖ Given the information and knowledge we have now, what are we going to do differently in similar situations □ in the future to ensure success?
- ❖ What would your advice be to future project teams based on your experiences here?

**After Action Review**

1. Ministry name:

2. Project/ Event Reviewed:

3. Date of review:

**4. What was expected to happen?**

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**5. What actually happen?**

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**6. What went well and why?**

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**7. What can be improved and how?**

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**This evaluation should be completed within 14 days after the event is over. A copy of this form should be given to the pastor, church administration office and kept in the records of the participating ministry.**