After Action Review

Purpose

Reflection tool for recording and leveraging key initiative learnings

Who this is for

- Project Leads
- Team Members (use for learning, reflection, documentation)

When to use

Closing the initiative

Considering renewal or scaling

Researching and learning

Project Closeout Checklist

Why is this tool important?

Stakeholder communication is essential at the close of an initiative and for the persistence of its impact and afterlife. Use this checklist to ensure that everyone who needed to review the initiative's deliverables has done so and that those who need to be kept in the loop are informed of the initiative's findings and completion.

Template

Download template ↓

Project Title

① Stakeholder review

List of individuals to review and/or share-out

Has the initiative been reviewed by them?

Name	Department	Yes	or	No
Name	Department	Yes	or	No
Name	Department	Yes	or	No

② Information management

Has all documentation been compiled?

Yes	or	No

Document name	Where does this document live long-term? Insert link, such as library, server etc.	Able to share outside the initiative?	Insert link, such as library, server etc.	Keywords For repository of initiatives

💡 **Tip** Even the most thorough project documentation is ineffective if it's buried in a disorganized folder structure or saved on personalized drives. Take time with your team to develop and routinize a systematic approach to storing your initiative inventory in an accessible location.