

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

[Introduction](#) [Intended vs. Actual Outcomes](#) [Findings & Recommendations](#) [Closeout Checklist](#) [Executive Summary](#)

One Page Executive Summary

Why is this tool important?

The one-page executive summary is meant to provide a quick overview of the project that can be easily shared and understood by stakeholders. This tool can be utilized in at least three different ways throughout the initiative lifecycle

If created **during an initiative in place of a full charter**, the one-page executive summary helps gather the most relevant details of the initiative, such as the title, goals, and key contacts. This allows you to start building an inventory of ongoing initiatives, ensuring that critical information is documented early on.


When developed during the after-action review process **at the end of the initiative**, the one-page executive summary serves as a culmination of the insights gained from all other activities and guides in the After Action Review. By following the steps outlined in the toolkit, you will be able to complete the summary with a comprehensive reflection of the project

Before launching new initiatives, it's essential to review the inventory of past projects and research similar work that has been done (see Research Overview). Utilizing these summaries as a recourse for learning allows you to reflect on previous successes and challenges, helping to inform and shape the approach of new projects.

 Tip

Take the time to discuss each section of the executive summary, especially when addressing project failures. Honest reflection on mistakes is key to learning and improving. To foster this environment, incentivize team members to openly discuss errors rather than hide them.

 Activity

 **Tip** Be deliberate about how executive summaries become part of the institutional knowledge base, incorporating their review into the standard practices for launching new initiatives. There may be overlap with content from the [Project Charter Template](#), which can be partially copy-pasted into this template.

Template

[Download template](#) ↓

Project Title

1 Purpose statement

Answer

2 Project Outcomes

Answer

3 Key successes

Answer

4 Key findings & recommendations

Answer

5 Disaggregated student success impact

Answer

6 Is this project scalable?

Yes

or

No

Reasons

Answer

7 Team contact information

Name	Role	Email	Other

8 How to get full report/documentation

Answer

9 Keywords (for repository of initiatives)

Answer

Tip To avoid random tagging, establish a 'dictionary' of keywords or 'rules of engagement.' For example, require at least five key tags per initiative, covering areas such as initiative target group, stakeholders, impact measurement/data categories (e.g., enrollment, retention, reputation), and relevant departments or institutions