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

Findings & Recommendations

Why is this tool important?

It helps you synthesize insights from an initiative by addressing critical guiding questions related to achievements, challenges, outcomes, and future steps. This tool ensures that all aspects of the project, including measurable impacts, stakeholder relationships, and areas for improvement, are systematically reviewed.

💡 **Tip**   When determining the level of detail in your analysis, consider how your insights could benefit colleagues on different initiatives. Even if their focus differs, they can still gain valuable guidance from the lessons and strategies you've identified.

Guiding Questions

① What were the key achievements and milestones of the initiative?

> **Measurability**
>
> Can you pull out any critical impact data? Leading indicators?

> **Relationships**
>
> How did any key relationships or stakeholders make a difference in the success of the initiative?

② What were the key challenges and barriers you faced throughout the initiative?

> **Outcomes**
>
> Where did you fall short in terms of outcomes? Include any representative data.

> **Relationships**
>
> Did any key relationships/ stakeholders create challenges?
>
> Were there missed opportunities for success?

③ What feedback have you gathered from students on the impact of the project?

④ Any open questions and/or areas for expanded partnership or research?

⑤ Can this be scaled?

> **Reasons**
>
> Why or why not?

> **Future**
>
> What are key steps for scaling or replicability?

⑥ Any AHA! Moments — moments of revelation or things you wished you knew before starting?

> **Adjustments**
>
> What do you need to change? Are there any implications/risks in doing so?

> **Engagement**
>
> Are there any ways to further engage key stakeholders in the next iteration of the work/advancing the work?

⑦ How would you recommend the institution move forward based on the outcome(s) of this project?

If you used the [Project Charter Template](#) and created a Sustainability Plan, revisit that and update as needed.

Project Title

1 Successes

Answer

2 Challenges

Answer

3 Feedback from students

Answer

4 Open questions

Answer

5 Is this project scalable?

| Yes | or | No |

Reasons
Answer

Future
Answer

6 Lessons Learned

Answer

7 Recommendations

Answer