

# 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

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[Intended vs. Actual Outcomes](#)

[Findings & Recommendations](#)

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## Intended vs. Actual Outcomes

### Why is this tool important?

This results-oriented reflection promotes accountability, supports continuous improvement, and ensures that projects deliver meaningful results. It helps assess the effectiveness of an initiative, identify gaps, and inform future planning. By understanding where expectations aligned or diverged from reality, institutions can make more informed decisions, improve strategies, and better demonstrate the value of their initiatives to stakeholders.

