## After Action Review: Guidance

The after action review and debrief is aimed to identify successes and problems that happened during the project and to produce a set of recommendations as a reference point for future projects. Participants are encouraged to be as honest as possible; comments are not attributed to any individual. Information is shared in order to improve future projects.

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| **Attendees**: |  |  |
|  |  |
|  |  |
|  |  |
| **Facilitator**: |  | |

### 1. Summary *(complete after completing the other sections)*

### Recommendations

Pull out a bullet list of five key recommendations from below: this is your executive summary.

1. *Recommendation*
2. *Recommendation*
3. *Recommendation*
4. *Recommendation*
5. *Recommendation*

### Success against objectives

List the key project objectives: were they met?

### 2. Recommendations

List quick recommendations from each aspect of the project and provide details from the staff discussions.

* Project Processes/Operations
* Project Technical Implementation
* Other Areas

### 3. Things that Went Well

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| **Heroes** List a person. What did they do brilliantly? | **Process** List a process thing that worked. Why it was good? |
| **Culture** List a thing that happened to improve the culture or relationship of the project team. What were the benefits? | **Technical** List the bits of the tech implementation that were awesome. Why? Can they be reused? |

Other Areas  
List the bits of the area that really worked. Why did they succeed?

### 4. Issues

|  |  |
| --- | --- |
| **Communication and Process Issues**   * Issue: * Detail and description of problems caused: * Consequences: | **Business Affairs Contracting and Legal Issues**   * Issue: * Detail and description of problems caused: * Consequences: |
| **Environmental/Location Issues**   * Issue: * Detail and description of problems caused: * Consequences: | **Policy and Cultural Issues**   * Issue: * Detail and description of problems caused: * Consequences: |
| **People and Resource Issues**   * Issue: * Detail and description of problems caused: * Consequences: | **Technical/Service Delivery Issues**   * Issue: * Detail and description of problems caused: * Consequences: |

Other Issues

* Issue:
* Detail and description of problems caused:
* Consequences:

### 5. Performance

### Success against Stated Objectives

Objectives of the project are taken from the initial project documentation; the participants agree on whether the objectives were successfully met.

|  |  |
| --- | --- |
| **Objective** | **Achieved / Partially Achieved / Failed?** |
| << fill from Log Frame >> |  |
|  |  |

### Project Scorecard

Participants in the Project Debrief are asked to rate their experience of working on the project.

They give a score out of ten, where 10 is a perfect, dream project, and 1 is something approximating to ‘would sooner hack out own eyeballs with a rusty spoon than have anything to do with a similar project in the future.’ Participants are then asked, ‘what would have given this project a higher score in future?’

Scores and Comments are captured anonymously.

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| **Score/10** | **Comment** |
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| **Average Score:** | |