

# Before Action Review

15 mins to  
1/2 day



The Before Action Review helps a team state their intention (task, purpose and end-state) just before commencing the project, project stage or a piece of work, but also adds the discipline of predicting challenges and risks and, most important, drawing on lessons learned from past experiences.

# Before Action Review:

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A short preview session that considers what issues might arise during a piece of work - anything ranging from a workshop to a project stage.

**Preparation:** Conduct before the event leaving enough time to act upon what you might decide - appoint someone as facilitator.

**1. What are we setting out to achieve?**  
Why are we taking this action? Who's doing what? What challenges and risks can we anticipate?

**2. What can be learned from similar situations and past projects from elsewhere?**  
What is the advice of others who have done this? What have we learnt from similar situations? What do the lessons learned tell us?

**3. What will help deliver success?**  
How might we know if the action works?

**4. What are the actions we need to take to avoid problems and apply good practice?**  
What is most important for, and will help deliver success?