**After Action Report Protocol:**

* Ask “so what would you do differently next time?”
* Why should we use it?
* An After Action Review (AAR) has several benefits, including:
* Facilitates participation from a wider team
* Doesn’t focus on blame
* Captures ideas for improvements
* Focus’s on key differences between should be and as is, helping the team to understand precisely the gaps in performance
* Helps to identify Potential areas for improvements
* Conducting an After Action Review
* using a standard set of questions:
* What was expected to happen?
* What actually occurred?
* What went well and why?
* What can be improved and how?
* The goal is to guide and improve the work of future project teams.
* The AAR does not grade success or failure.
* There are always weaknesses to improve and strengths to sustain.
* Participants should share honest observations about what actually happened (objective data) without assigning blame.
* No one has all of the information or answers. Everybody has something important to
* contribute.
* Active participation: it is important for everyone to participate
* Everyone’s views have equal value
* Be open to new ideas
* Be creative in proposing solutions to barriers
* Consensus where possible, clarification where not
* Commitment to identifying opportunities for improvement and recommending possible
* improvement approaches

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| **AFTER ACTION REVIEW (AAR)** | |
| SHIP Date | |
| Department/Project |  |
| Type of Event/Drill (planned event/training/unplanned/other) |  |
| Name of facilitator |  |
| Date of actual Event (not of review) |  |
|  | |
| 1. What was expected/intended to happen (what were original targets/intentions/objectives) |  |
| 1. What Actually Happened (who called event/people involved/timeline) |  |
| 1. What can be Learned (how does this relate to people/processes/methods/tools etc) |  |
| 1. What went well and why? |  |
| 1. What can be improved and how? |  |

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