**After Action Review Tool**

Conduct the review with involved team members/volunteers as soon as possible after an intervention or evaluation activity to record impressions while the facts are fresh in mind. Reiterate that the review process is a learning opportunity to help the project continually improve how things are done, and identify how lessons and outcomes can be applied to next steps.

Process: Have a facilitator pose a series of questions to the team for discussion while someone else records the details on a flipchart (or elsewhere).

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| 1. **What was the plan?**  **Describe what your project was planning to do and the results hoped for**.   What was supposed to happen at/as a result of this activity? Why was this activity being conducted? |
| 1. **What happened? Describe the tactics used, with whom, when, where and the end results.**  *Intervention activities*: who conducted the activity, how it was promoted, who was targeted, what content/materials were used, who/# of participants, what community interests/views they represented.   *Evaluation activities*: who collected the data, how they were trained, what instruments were used, what protocols were followed, who/what served as the information source, what the unit of analysis was, how the sample was determined, when (time of day/ week/year) and where (very specifically) data was collected.   2. continued |
| 1. **How did things go? Assess the effectiveness of the tactics employed as well as the activity overall.** What worked well? What didn’t work as well as planned? E.g., how did those targeted react to the activity? What questions/ comments/concerns did they raise? What actions/outcomes resulted from the activity? Describe any conditions that might have influenced the results (weather, outside factors, data collector error, etc.). Did what happened meet expectations? What could account for that? |
| 1. **What’s next? Make recommendations and utilize what you learned.**  What would you do differently next time? How does what you learned inform or support the project’s next steps? |