



After Action Review (AAR)

What it is?

A structured review process or debrief—usually a meeting— for project teams to reflect on an event or task they have just accomplished and analyze what happened and why, what worked well, and what can be done better or differently in the future.

AARs allow us to learn from our experience and apply the lessons learned into the next phase of the project or to accomplish the task more effectively the next time it is done. TCI Nigeria has used this approach after its first few 72-hour makeovers in Bauchi and Ogun states.

When to use it?

- After an event (e.g., training workshop, coordination meeting, share fair)
- Upon completion of an activity (e.g., baseline survey, systematic literature review)
- AARs are a useful follow-up activity for any significant team effort in our work plan

Instructions

1. For optimal results, create and maintain an open and trusting environment so that participants can speak freely. Try to set a neutral tone.
2. Use the below questions to guide the discussion. The questions will help establish a common understanding of the work item under review; generate reflection about the successes and failures during the course of the project, activity, event, or task; and help identify specific, actionable recommendations.
3. Assign a notetaker to record all feedback so it can be accessed in the future.
4. The AAR should primarily focus on process more than on people.
5. Engage all team members in providing feedback and solutions.
6. Save and share the findings wherever the rest of the project/activity materials are saved – for others to learn from who may conduct a similar project/activity.
7. Produce a short (1-2 page) write-up on the peer AAR, describing the activity conducted, learnings gained, and any resultant action steps planned, and include in the quarterly Hub report.

Key questions

1. *What did we set out to do? What were the anticipated results?*



2. *What did we actually do? What were the actual results?*

3. *If there were differences, what caused them?*

4. *What worked? Why?*

5. *What didn't work? Why not? In other words, what could have been done differently?*



6. *What will the team sustain or enhance?*

7. *What would you do differently next time?*

8. *What are some future opportunities to apply what was learned?*