

AFTER ACTION REVIEWS

Date: _____ **Team Leader:** _____

Item for Review: _____ **Attendees:** _____

Reinforce the Positives

What went well?

What can we do better?

Opportunity for Improvement:

Lessons Learnt / Assigned Tasks

What is our next opportunity to test what we have learned, list actions and assign responsibility / ownership to personnel and expected completion date:

Close-out?

Rate the meeting, summary of thanks and finish on a positive:

Intent

What was meant to happen?

Intended Result Ratings

What was meant to happen?

	POOR	FAIR	GOOD	EXCELLENT