# **After Action Review**

## **Background**

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| **Project/event reviewed** |  |
| **Date of review** |  |
| **Participants** |  |
| **Contents** | * Review of objectives * What worked well and why? * What didn’t work so well? * Recommendations |

## **Review of objectives**

What did the project/event set out to do and were these objectives achieved?

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| **Objective(s)** | **Status/Outcome(s)** |
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## **What worked well and why?**

What were the successful steps taken towards achieving your objectives?

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| **What went well?** | **Why did this work well?** |
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## **What didn’t work so well?**

What could have been done better?

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| **Areas for improvement** | **Impact of these areas** |
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## **Recommendations**

What can we do differently in similar situations in the future to ensure success?

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| **Recommendation(s)** |
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