**TOOL INSTRUCTIONS:** Please modify this tool to fit the goals of your project. We recommend adapting the interview questions used in this guide to best suit your needs. An After Action Review should take no more than 30-45 minutes to conduct. We advise facilitating one After Action Review with a single Topic group after each Facilitated Exercise – for example, Topic Group #1 will participate in an AAR after Exercise #1, Topic Group #2 will participate in an AAR after Exercise #2, etc.

**Purpose of After Action Review:** Conducting an After Action Review after each of the Topic Group Facilitated Exercises helps Topic group teams reflect on their experiences in the exercises and allows for improvement to the SEED Method process.

**Participants:** Topic Group Members

**After Action Review Facilitator:** A neutral party, ideally someone who was not involved in facilitating the Topic Group Facilitated Exercises

1. **Welcome, introduction, and context for this review**
   1. After Action Review – a time for us to reflect and discuss the activity we just participated in; allows us to learn more about what happened, what went well, and what can be improved
   2. The goal is to reflect on and improve the activity (this project)
   3. There are always weaknesses to improve and strengths to sustain
2. **Ground rules and role of facilitator**
   1. Active participation – we would love everyone to participate and share something
   2. Everyone’s views are important!
   3. Honest opinions and feedback – we want you to feel welcome to share
   4. There are no right or wrong answers! Everyone’s experience with today’s activity may be different, so there may be disagreement and that’s OK!
3. **After Action Review Questions:**
   1. **“What was supposed to happen?”** 
      1. What were your expectations?
      2. What did the group originally set out to do today?
      3. What was the purpose of today’s activity?
      4. What were the goals of today’s activity?
   2. **“What actually happened?”** 
      1. Why were there differences (in expected and actual)?
   3. **“What went well, and why?”**
      1. What went really well in today’s activity? Why do you think they went well?
      2. What had the greatest impact on the success that was achieved?
   4. **“What can be improved, and how?”**
      1. What would you do differently next time?
      2. What could have gone better?
      3. What advice would you give yourself if you were to go back to where you were at the start of the activity?
      4. What would be your advice to future project teams based on you experiences here?
4. **Closing comments with summary of key points (summarize key points identified in the discussion)**

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| **After Action Review of [Topic group activity]** | | |
| **[Date]** | **[Time]** | **[Meeting Location]** |
| **Type of meeting** | After Action Review – Evaluation Activity | |
| **TOPIC group** |  | |
| **Facilitator** |  | |
| **Note taker** |  | |

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| **What was supposed to happen?** |
|  |
| **What actually happened?** |
|  |
| **What went well, and why?** |
|  |
| **What can be improved, and how?** |
|  |