



**BETTER
PREPAREDNESS**

Hosted by:



Human Rights
Funders Network



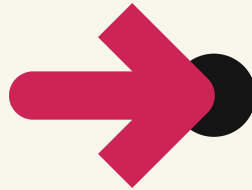
PSFG
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BETTER PREPAREDNESS AFTER ACTION REVIEW

Better Preparedness: After Action Review



What is it?

A simple and rapid tool to be used as soon as possible after an event or intervention (the action) that enables us to learn qualitatively what worked, what didn't, and what could be improved.

Who should take part?

An After Action Review (AAR) could be conducted with all the funders, civil society organizations and rights holders representatives available; or it could be conducted in smaller groups (e.g. by organization) then analyzed together.

Key questions to ask:

1. What was supposed to happen?
2. What actually happened? What were the differences?
3. What worked, what didn't? Why?
4. What might we do differently next time?

Steps to take:

- Assemble as many relevant stakeholders as possible very shortly after the action or at a key milestone
- Work with an external facilitator, e.g. someone in your organization that hasn't been involved
- Use the After Action Review template on the next page
- Start with a chronology of what happened
- Explore the 4 key questions
- Delve deeper into particular incidents that might provide good learnings
- Capture the learnings into the common template
- Add research or data collection if there is time

Better Preparedness After Action Review

Name of the action	
What was this action responding to?	
What happened and when?	
Who was involved?	
What was the scope of the intervention (e.g. emergency response, advocacy, etc)?	
What did we expect to happen?	What actually happened? What were the differences?
What went well? What didn't? Why?	What might we do differently next time? What did we learn?