1. Why?

After completing an improvement project it may be helpful to look back at the process and what you learned from it. This will consolidate learning for future improvement efforts. This template is especially useful for large complex projects (Level 2).

2. How?

Fill in the template below with your improvement team.

**Project Name:**

**Project Lead:**

**Key dates:**

Commencement date: ____________ Completion date: ____________

3. Project team

4. Background to the project:

5. What tools were used?
### Tool 15: After action review (AAR)

**What was expected (what did we set out to do)?**

- What was the planned objective and outcomes?
- Review against driver diagram
- Was there a shared agreement?
- Where the 6 drivers of the framework included?

**What actually happened?**

- How were priorities for implementation identified?
- Description of project - what you did, saw or experienced during process
- Describe process of engagement
- Measurement for improvement and outcomes

**Why was there a difference (expectation versus reality)?**

- Why there was a difference between the expected outcomes and what has been achieved?
- What has been successful and / or worked well?
- What has been challenging and not worked so well?
- What could have gone better and why?

**What can be learned?**

- What would be different next time?
- What are the two to three lessons you would share with others?
- How do we ensure success in the future/what recommendations are there for the service?
- What steps have been put in place to sustain this initiative?
- What steps have been put in place to enable the spread of this initiative to other units/services