

Before Action Review (BAR) Template

Benefit: Fast, real-time learning in the midst of doing your normal work.

Examples of When to Use: Before meetings (staff, team, client, board, etc.), events, projects; to plan your own work.

Organization or Team: _____

Meeting/Project/Event: _____

Date: _____

Participants: _____

Purpose: _____

Before Action Review (BAR)

What are the intended results? (Be specific)

What will that look like? (Be specific)

What challenges might we/I encounter?

What have we/I learned from similar situations?

What will make us/me successful this time?

When will we/I do an After Action Review (AAR)?

After Action Review (AAR) Template

Benefit: Fast, real-time learning in the midst of doing your normal work.

Examples of When to Use: After meetings (staff, team, client, board, etc.), events, and projects; to reflect on your own work.

Organization or Team: _____

Meeting/Project/Event: _____

Date: _____

Participants: _____

Purpose: _____

After Action Review (AAR)

What were our/my actual results?

What **caused** these results? (Be specific about the causes of successful and unsuccessful results)

What will we/I sustain?

What will we/I improve?

When is our/my next opportunity to test what we/I have learned?

When is our/my next BAR?

Special notes: (Who should I/we copy this to, other action items, etc.):