Guidance on how to use this template is highlighted in yellow. Feel free to delete this text once you’ve read it!

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| **RAAR for** (activity, date)**:** Please re-name, file, and email your copy of the RAAR to participants to make it easier to find and followup. * Re-name using key descriptions: “Rapid After-Action Review - RAAR - Cheese Conference April 2042”
* File your re-named RAAR in the appropriate Google Folder
* Email a link to your participants and/or attach this document to your Google Calendar invite
 |
| **Participants in RAAR:** List names. If participants wish to remain anonymous, you can record the count of participants and describe their roles (“Program Office staff, implementing partner M&E officers” ).  |
| **Background resources/links:** Link to documents that may be helpful for participants or decision-makers. You might include these links for participants in the calendar invitation as well.  |
| **What Worked** (and why?) |
| * + Pay attention to what was within your team’s manageable interest. Rather than accidental successes or challenges, focus on what was planned, what actually happened, and what the team can do in future.
		- Take the example of a workshop: if you had “strong participation,” what did the team do to achieve that?
		- If you take notes in this Google Doc template during facilitation, use the Comment feature to @ colleagues with followup tasks!
	+
	+
 |
| **What Didn’t Work** (and why not?) |
| * Pay attention to what was within your team’s manageable interest. Rather than accidental successes or challenges, focus on what was planned, what actually happened, and what the team can do in future.
	+ If a particular session was challenging, what role was played by the team’s facilitation or materials?
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| **What We Could Do Differently** (within our manageable interest?) |
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| **Action Plan: What We Are Going To Do** |
| **Next Major Decision Point**:What is the next major decision point: the training scheduled for next FY, the stocktaking presentation in June, the all-hands meeting on Friday? Keeping the next major decision point in mind will help you prioritize actio |
| **Things to Do Before The Next Major Decision Point** (who? what? when?) |
| * Make recommendations for how the information in this RAAR will be used at that next decision point, rather than listing abstract possible improvements.
	+ Define concrete actions, the people responsible, and set due dates.
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| **Things to Consider Doing in the Longer Term** (who? what? when?)  |
| * For recommendations that require work beyond your next major decision point, document them here.
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| **Things Not To Do** (and why not?) |
| * Some of the most important strategic decisions are about what not to do.
	+ Based on your experience, what wouldn’t you do next time? Why not?
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*
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