



Before Action Planning (BAP) and After Action Reviews (AAR) templates

BAP and AARs are two simple tools designed to assist in the implementation of projects, activities or tasks. They can be used by team leaders, the Change Leadership Committee or individuals responsible for implementation of changes in your organisation.

BAP can assist organisations to prepare for and complete a project, activities or tasks. Its use can help ensure the critical components of any change project, activity or task are seen the same way by everyone and that each person understands their role.

AARs can be used to review the outcomes of an action, project or plan in order to continuously reflect and learn from successes and failures. They help organisations and teams to reflect on best practice and gaps that need to be addressed.

Before Action Planning (BAP)

Aim:

BAP is intended to increase clarity in performing tasks, support on-time completion of tasks and achievement of outcomes. It can also reduce rework and inefficiencies.

Instructions:

Break down complex, multistep projects and activities into smaller parts that start and end with short BAP meetings for task-focused teams. Use the BAP template to record the purpose, intended results and expected challenges. Depending on the size and duration of the task, multiple BAPs can be conducted:

Before Action Planning (BAP) Template

What action/s do team members need to take?

What is the purpose of the task and why is the task important?

What are we trying to achieve?

What are the intended results we are expecting from this task? (be specific)

What challenges or barriers may we encounter? (be specific)

What have we learnt from similar situations?

What will make us successful this time?

When will we complete an After Action Review (AAR) for this task?

After Action Reviews (AAR)

Aim:

To increase confidence and sense of safety by supporting teams and individuals involved in change to overcome fear of mistakes. It can also turn unconscious learning into conscious awareness and identify lessons for continuous improvement. Trust among team members and other stakeholders could be fostered due to increased certainty and clarity.

Instructions

The facilitator of the AAR meeting guides the team through a review process of a project. Use the template to compare and understand how things were done compared to how they were planned and consider what worked and did not work. This information is used to improve performance.

It is recommended that AARs are completed immediately once a phase or task of a project is complete.

After Action Reviews (AAR) Template

What were the intended and expected results of this task? (be specific)

What were the actual results? (be specific)

What factors contributed to these results? (be specific, provide data and evidence)

What will we keep doing? (what worked well and should be used again)

What will we improve? (what did not work well and needed to be changed)

What is our next opportunity to test what we have learnt?

For tasks that will be repeated, what needs to be on our next BAP for this task / activity?