



PARTNERSHIP AFTER ACTION REPORT

Date of Review: _____

4 Key Questions:

What was expected to happen?

What actually occurred?

What went well and why?

What can be improved and how?

Partnership Name: _____

Participants:

Name: _____

Job Title: _____

Role in Team: _____

Partnership Summary:

What was expected to happen?

- Start by asking what the partnership originally set out to do.
- What was the purpose and objectives?
- What was the initial timeline?
- Who was involved?
- What outcomes and outputs were intended?
- What barriers were expected?

What actually occurred?

What went well and why?

- What was successful?
- How do you endure success in the future?

What can be improved on and why?

- Given the information and knowledge we had at the time, what could we have done better?
- Given the information and knowledge we have now, what are we going to do differently in similar situations in the future to ensure success?
- What would your advice be to future project teams based on your experiences here?

What can be improved?

Recommendations:

Would you partner again? Yes No

Why or why not?