

After Action Report Form

1. Overview

Note: The Overview section should be used to briefly describe the following:

- *Date*
- *Location*
- *Length of time*
- *Budget*
- *Brief description*
- *How it was carried out / Structured*
- *Details*

2. Goals and Objectives

What you thought the program should accomplish?

3. Event Summary

The activities are presented in the general sequence and timeline that they happened, where and when. It is also used to analyze the effectiveness of the exercise.

4. Review

If all went as planned just note that, otherwise give recommendations. Any innovative approaches should be highlighted and described. Some questions to consider:

- *What should have been the budget? {Include details on costs and other factors (e.g. participation levels) used to determine prices for fee-based or revenue generating activities.}*
- *Did the event meet its expectations?*
- *What changes occurred and why?*
- *What could have been done better?*
- *What additional resources are needed?*

5. Conclusions

This should be used as a summary of all the sections of the AAR. It should include the following:

- *Lessons learned for improvement and major recommendations*
- *A summary of what steps should be taken to ensure that the concluding results would help to further refine plans & procedures for this type of event.*

Please forward this information in an e-mail or Word Format to the PTA Secretary secretary@ves-pta.org. We will store this information on a disk for future chair people as a reference. You may want to give the new Chairperson more detailed info (photos, documents, files, etc.)

Thank you in advance for your assistance with this project.