TLP - Clear

After-Action Report

Template supporting planners to structure their reporting

After-Action Reports should be tailored to your organisation’s needs, context and reality.

february 2026

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# Executive summary

## Brief overview of the organisation

*Provide below a brief description and overview of your organisation, its structure, mission, and strategic goals.*

|  |  |
| --- | --- |
| *Brief overview of the organisation* | *[Enter organisation overview]* |

## Executive summary

*Provide an executive summary for senior management.*

|  |  |
| --- | --- |
| *Executive summary* | *[Enter purpose & objectives]* |

## Key findings

*Describe the key findings of the exercise.*

|  |  |
| --- | --- |
| *Key findings* | *[Enter key findings]* |

## Strategic recommendations

*Describe high-level the strategic recommendations you have identified during the evaluation phase of the exercise.*

|  |  |
| --- | --- |
| *Strategic recommendations* | *[Enter strategic recommendations]* |

# Part 1: Exercise Overview

## Exercise name and date

*Provide the name chosen to refer to the exercise, as well as the date chosen.*

|  |  |
| --- | --- |
| *Exercise name* | *Name:* |
| *Exercise data* | *Date:* |

## Participating organisations & Point of contact (SPOC)

*Name the participating organisations and relevant point of contact (SPOC). Don’t hesitate to add additional lines if necessary.*

|  |  |
| --- | --- |
| *Organisation 1* | *Name:*  *SPOC:* |
| *Organisation 2* | *Name:*  *SPOC:* |
| *Organisation 3* | *Name:*  *SPOC:* |
| *Organisation 4* | *Name:*  *SPOC:* |
| *Organisation 5* | *Name:*  *SPOC:* |

## Exercise scope & scenario

*Provide a high-level description of the scope and the scenario chosen for the exercise.*

|  |  |
| --- | --- |
| *Scope* |  |
| *Scenario* |  |

# Part 2: Methodology

*Provide a high-level description of the evaluation methodology, including the criteria, data collection and analysis methodology and technology used.*

|  |  |
| --- | --- |
| *Exercise type* | *Name and describe the chosen exercise type.* |
| *Evaluation criteria* | *Evaluation criteria 1:*  *Criteria Indicator:* |
| *Evaluation criteria 2:*  *Criteria Indicator:* |
| *Evaluation criteria 3:*  *Criteria Indicator:* |
| *Evaluation criteria 4:*  *Criteria Indicator:* |
| *Evaluation criteria 5:*  *Criteria Indicator:* |
| *Data Collection & Analysis Methodology* | *Data collection tools:*   * *Before the exercise:* * *During the exercise:* * *After the exercise:* |
| *Data analysis methodology:*   * *Qualitative data analysis:* * *Quantitative data analysis:* |
| *Tools, Software, and Technology used* | * *Tools:* * *Software:* * *Technology used:* |

# Part 3: Findings & Lessons Identified

## Analysis of objectives & capabilities

*Describe below the key objectives of the exercise, as well as the linked capabilities for each objective. For each, provide an analysis with highlight observations.*

|  |  |  |
| --- | --- | --- |
| *Objective 1* | ***Linked capabilities:***  *Linked capabilities 1:*  *Linked capabilities 2:*  *Linked capabilities 3:* | ***Analysis & highlights:*** |
| *Objective 2* | ***Linked capabilities:***  *Linked capabilities 1:*  *Linked capabilities 2:*  *Linked capabilities 3:* | ***Analysis & highlights:*** |
| *Objective 3* | ***Linked capabilities:***  *Linked capabilities 1:*  *Linked capabilities 2:*  *Linked capabilities 3:* | ***Analysis & highlights:*** |

## Key findings & observations

*Provide key findings & observations based on the data analysis completed.*

|  |  |
| --- | --- |
| *Key finding 1* | *Key finding:*  *Findings & observation description:* |
| *Key finding 2* | *Key finding:*  *Findings & observation description:* |
| *Key finding 3* | *Key finding:*  *Findings & observation description:* |

# Moving forward

## Recommendations

*Describe below concrete and actionable recommendations based on the key findings & observations extracted in the previous part.*

|  |  |
| --- | --- |
| *Recommendations* | *[Enter recommendations]* |

## Proposed action plan

*Provide a proposed action plan below, including a proposed roadmap, identified owner for each step, a timeline with expected resolution date and the severity level for each finding/observation.*

|  |  |
| --- | --- |
| *Proposed action plan* | *[Enter proposed action plan]* |

## Closing remarks

*Provide your closing remarks below.*

|  |  |
| --- | --- |
| *Closing remarks* | *[Enter closing remarks]* |

|  |
| --- |
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