

**After-Action Report (AAR) Template  
Created by Alan Earls**

#### Organization Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#### Date Begun: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#### Revision # and Date Revised: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#### Pertaining to:

#### □Test (describe test/exercise):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#### □ Incident (describe disruption or disaster):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date and time of event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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## 1.1 Purpose and scope

Summarize the purpose and scope of this AAR.

## 1.2 Objectives

Summarize the objectives of this AAR.

## 1.3 Incident description or test exercise purpose/scope

Briefly describe the triggering event, (such as a power outage, hurricane or other disruption) or the practice scenario/exercise.

## 1.4 Incident impact or exercise objective(s)

Briefly describe the impact of the incident (website down for 3 hours, business unable to process payments for 2 hours, etc.) or the expectations of what an exercise expected to achieve and a summary of whether that occurred.

## 1.5 Reference and source documents These may include contracts, SLA statements or compliance requirements.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of document or reference | Where can document be found (URL) | Incident impact (What varied from allowable SLA?) | Citation (Statement in SLA) | Notes |
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## 1.6 Participants in AAR

| Name and contact information | Role(s) | Responsibilities |
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## 1.7 AAR Final Assessment Team Consider including executives and/or stakeholders

| Name and contact information for assessor | Role(s) | Assessor’s statement  (If more space is needed, reference an attachment) |
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## 1.8 Findings

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| --- | --- | --- | --- | --- |
| Deficiency or problem area finding | Reference source/documentation for more info | Remediation or response finding | Responsible party assigned to complete remediation | Notes |
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## 1.9 Executive summary/conclusion

In a few paragraphs, recap the incident, its consequences, findings and action items to modify process within the organization.