

AFTER ACTION REVIEW

Using this reflection tool, focus on a project or event in the last year that you were involved in related to your organization's work or participated in as a community member in an area related to successful community engagement.

1. Organization name that hosted the event or project: _____

2. Please provide a summary of your project or event.

Include details such as the project or event name, target population (who this project or event was for), duration (over how many days or months was this work carried out), what was the primary goal, cost to carry out the work, and other necessary resources (e.g., staff, volunteers, interpreters, event space).

3. What went well and why?

(What were the successful steps taken towards achieving your objective?)

Successes	Why it was successful?

4. What barriers or surprises challenged the successes? What would you recommend improving in the future?

(What could have been done better? What would be your advice to future project teams?)

Barriers or Surprises	Future Recommendations

5. Have you incorporated any lessons learned from this project or event into your other work? Did you achieve the desired results?

Lessons Applied	Achieved Results

6. Due to the challenges we are facing with COVID-19 and vaccination efforts, what lessons and success can you build on and how can we apply them to the future as we consider vaccinations for ages 11 and under, 16-17, 18-24, 25-34, 35-44, 45-54, 55-64, 65+? Have your projects applied to any of these specific age groups? Are there key considerations for those specific age groups or demographic audiences?

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7. Based on your experience, what communication methods or tools have you found most successful when sharing important or time sensitive information with community members? (Be as specific as possible about which social media platform, or which radio/TV stations were used. Are these paid or free campaigns? What were the target audience demographics, ages, languages spoken?)

Method/Tool (Example: Facebook, specific radio station, texting, etc.)	Target Audience

9. Can ACT for Alexandria contact you will follow-up questions? [please check one] ☐Yes ☐No

10. Form completed by: _____ (Please include first and last name.)