

# Research/Evaluation After-Action Review Meeting Template

A research/evaluation **after-action learning review** is a process of reflection (via meeting, workshop, or other form of consultation) at the end of a research or evaluation project. It differs from workshops or other events used to discuss and disseminate findings in that its goal is to reflect not on the program or policy studied, but on the design and implementation of the research/evaluation itself. Findings from these meetings are captured to inform future research or evaluation projects.

Research/evaluation after-action learning reviews should be led by the research or evaluation project manager or equivalent and involve relevant project management, monitoring and evaluation (M&E), and research staff.

Once the meeting is completed, findings should be shared with relevant stakeholders and key lessons learned should be kept on file. Research/evaluation after-action review meetings may be conducted separately from or in addition to end-of-project learning meetings.

This template can be modified to add or remove additional elements and questions as they pertain to your research or evaluation project. For a meeting template that can be used on an ongoing basis to regularly analyze and act on project data, see [Switchboard's Data Analysis and Action Planning Templates](#). For a meeting template that can be used to reflect on learning from project data at the conclusion of a project or project cycle, see [Switchboard's End-of-Project Learning Meeting Template](#).

Research/Evaluation Summary	
Title of Research/Evaluation:	
Title of Project/Program Studied:	
Project/Program Grant Number(s):	
Contact Person/Lead for Research/Evaluation:	
Contact Person/Lead for Project/Program Studied:	
Location(s):	
Research/Evaluation Start and End Dates:	
Project/Program Start and End Dates:	

## Research/Evaluation After-Action Review Meeting

Meeting Date(s):	
Participant Names	Participant Titles
Additional Stakeholder Names	Additional Stakeholder Titles

### 1. Overview

*Include a brief overview of the research/evaluation project, including a description of its key questions, the project/program studied, and staff/partners involved. Include a link to the full research or evaluation plan.*

### 2. Research/Evaluation Design

Prompt		Notes
<b>2.1</b>	Were the planned research/evaluation questions specific, testable, and important? If yes, why? If no, why not?	
<b>2.2</b>	Were the planned data collection methods appropriate? If yes, why? If no, why not?	
<b>2.3</b>	Were the sampling strategy and processes used to identify and track participants effective and applied consistently over the course of the research/evaluation? If yes, why? If no, why not?	



<b>2.4</b>	Were the planned indicators for the research/evaluation appropriate for measuring what needed to be measured? If yes, why? If no, why not?	
<b>2.5</b>	Did the data collection tools (survey questionnaires, interview protocols, focus group protocols, etc.) enable collection of appropriate data to calculate the indicators? If yes, why? If no, why not?	
<b>2.6</b>	Did the design include adequate measures to maintain ethics (including obtaining meaningful informed consent from all participants, ensuring confidentiality, and protecting personally identifying information)? If yes, why? If no, why not?	
<b>2.7</b>	Did the research/evaluation design adequately address concerns related to participants' sex? Were there equal opportunities for both men and women to participate? If yes, why? If no, why not?	
<b>2.8</b>	Did the research/evaluation design adequately address linguistic and/or contextual considerations for the participant population(s)? If yes, why? If no, why not?	
<b>2.9</b>	Was the research/evaluation adequately participatory? (i.e., Were members of the participant population(s) engaged in its design, data analysis/ interpretation, and/or results dissemination?) If yes, why? If no, why not?	

### 3. Research/Evaluation Implementation

Prompt		Notes
<b>3.1</b>	Was data collected accurately? Was data collection consistent across sites or among different participant populations? Specify any data quality challenges.	
<b>3.2</b>	Was data entered correctly, consistently, and in a timely manner, including where data entry required transcription or translation? If yes, how? If no, why not?	
<b>3.3</b>	Was the entered data consistently checked and cleaned? Were data quality processes followed? If yes, how? If no, why not?	



3.4	Did analysis and interpretation enable the research/evaluation questions to be answered? If yes, how? If no, why not?	
3.5	Were the results disseminated with all key stakeholders? Were the results presented clearly and accessibly to facilitate their use? If yes, how? If no, why not?	
3.6	Are the results able to be used in line with the intended purpose of the research/evaluation? If yes, how? If no, why not?	

#### 4. Research/Evaluation Operations

Prompt		Notes
4.1	Were there sufficient financial resources assigned to the research/evaluation? If yes, how? If no, why not?	
4.2	Were there sufficient human and time resources assigned to the research/evaluation? If yes, how? If no, why not?	
4.3	Were roles and responsibilities clear for all stakeholders, including program staff, research/evaluation staff, research partners, etc.? If yes, how? If no, why not?	
4.4	For research/evaluation involving an external partner, such as an academic institution, was this partnership successful? If yes, how? If no, why not?	
4.5	Was the workplan/timeline for this research/evaluation followed? If yes, how? If no, why not?	

#### Key Takeaways

*What are the top lessons learned from this research/evaluation project that could benefit future evaluations in your organization or in other organizations with similar research/evaluation agendas? Think about both what worked well and what did not. Some example topics are provided.*

Key Take-away #:	Topic:	Lesson Learned:
1	Sampling: the people selected to be in the research/evaluation and method used to determine those people	



2	Partnership: the partners included in the research/evaluation	
3	Data Quality: the quality of the data itself and the checks used to ensure that quality	
4	Dissemination: the way the findings/takeaways from the research/evaluation were shared	
5	<i>Other</i>	

### Action Items

*Based on learning from this after-action review, list any action required:*

Action Item #:	Action Needed:	Person Responsible:	Deadline:
1			
2			
3			
4			
5			

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