



AFTER ACTION REPORT

WINTER 2019

Used in conjunction with the Civic Engagement Guide & Engagement Planning Worksheet, to recap the engagement process for you project.

PROJECT INFORMATION

Project Name:	Department/Division:
Project Manager:	Phone: Email:
Contacts/Team:	
Brief Description of Project:	
Project Timeline:	

BUDGET

Project Budget:
Budget Spent on Engagement:
Was there any engagement you wanted to do but couldn't afford?

PUBLIC INVOLVEMENT

Stakeholders Involved:
How was the public involved? <i>(Inform, consult, involve, collaborate? Methods used for each phase.)</i>

OUTCOMES

What were the successes of your engagement?

What were the obstacles you encountered?

What lessons were learned throughout the engagement process?

What would you do differently in a similar project ?

Have you reported back to the public to close the loop?

Yes

No

How did you report back?

Was the report back successful?

Have you put a report out on the project website?

Yes

No

****PLEASE RETURN TO THE CIVIC ENGAGEMENT TEAM UPON COMPLETION****