UNDP Project Closure Workbench

https://finance.partneragencies.org/psp/UNDPPIFS/EMPLOYEE/ERP/c/UN_CUSTOM.UN_...

# Atlas Finance

Favorites | Main Menu

Home | Worklist | Add to Favorites | Sign out

New Window | Help | Personalize Page

## Welcome Gladia Elodie MIKELE MBOYI to Atlas Community!

Grants | Project Management | UNDP Project Closure Workbench

### Project Closure Checklist

Financial Closure Checklist | Status History and Attachments

#### Output Details

| | |
|---|---|
| Business Unit | GAB10 |
| Project Number | 00112697 |
| Output Number | 00111107 |
| Output Name | biomass recovery for energy |

**Output Dates**

| | | |
|---|---|---|
| Start Date | 05/07/2018 | Output Status: Operationally Closed |
| End Date | 30/06/2021 | |
| | Output Manager | Effective Date 10/9/2021 |

#### Output Financials (Cash Funds)

| | |
|---|---|
| Total Contribution Recognized | $ 0.00 |
| Transfers to/from - Funds/Donor | $ 0.00 |
| Interest Earned | $ 0.00 |
| Advances Balance | $ 0.00 |
| Total Expense | $ 0.00 |
| Undepreciated Assets | $ 0.00 |
| Open Purchase Orders | $ 0.00 |
| Fund Balance | $ 0.00 |

#### Output Financials (Allocation Funds)

| | |
|---|---|
| Approved Budget | $ 114,395.00 |
| Advances Balance | $ 0.00 |
| Total Expense | $ 33,662.64 |
| Undepreciated Assets | $ 0.00 |
| Open Purchase Orders | $ 2,220.79 |
| Balance | $ 78,511.57 |

## eChecklist Instructions:

*In order to be able to close the project operationally all items in the below list need to be checked as (YES). If any of the items is not applicable for the project then it can be checked as (YES). A project is operationally completed when the last UNDP-financed inputs have been provided and related activities have been completed.*

## Operational Completion:

*A project is operationally complete when the last UNDP-financed inputs have been provided and the related activities have been completed. Through the project board, the implementing partner promptly notifies the UNDP country office when this has been done. Should the implementing partner not do so, the UNDP programme manager must determine when the project is operationally complete.*

*When a project is operationally complete, the parties must agree on the disposal of any equipment that is still the property of UNDP.*

https://popp.undp.org/SitePages/POPPSubject.aspx?SBJID=248&Menu=BusinessUnit

### Operational Closure Checklist

| No. | TASK | YES | NO | NOTES |
|---|---|---|---|---|
| 1 | Prepare Final Project Review Report and as Annex, a lessons-learned report. | ☑ | ☐ | A standard format should be used. Review the following links; Final Project Review Report (POPP) and lessons learned as per the following guidelines. Using the final Project Review Report, the Lessons Learned Report and other documentation as appropriate, the project board should assess in this meeting the performance and success of the project, and its contribution to related outcomes. Topics during the review include: |

| | | | | |
|---|---|---|---|---|
| | and conclusions related to follow-up actions. | | | • Lessons learned;<br>• Use of remaining budget, if any;<br>• Effective date of project closure;<br>• Transitioning of responsibilities to national counterparts;<br>• Hand-over of assets. |
| 3 | Commission project evaluation | ☑ | ☐ | If required by partnership arrangements or if so decided by UNDP, commission project evaluation, prepare a management response to evaluation and discuss and share findings and recommendations for learning. Review the following links: Evaluation Resource Centre TOR for Evaluation, Evaluation Report Format |
| 4 | Initiate project Audit (if applicable) | ☑ | ☐ | NEX projects have to be audited at least once in the life of the project, and each year that it is considered appropriate by the CO (depending on level of delivery, difficulties found during the year, etc.). For more information on project audit, please refer to Office of Audit and Investigations website. |
| 5 | Notify the Project Board / Programme Manager on the operational completion of the project. | ☑ | ☐ | The project is operationally complete when the last UNDP-financed inputs have been provided and related activities completed. The Project Manager should notify the Project Board, who in turn should notify the Programme manager about the operational completion of the project. Otherwise, programme manager decides when the project is operationally completed. |
| 6 | Operationally close the Output. | ☑ | ☐ | Based on the Project Board decision to close the project, project status in Atlas will be set to "Operationally Closed". No further financial commitment can be made. |

**Management Comments (if any):**

Find    First ◄ 1 of 1 ► Last

➕➖

**Author**    gladia-elodie.mikele-mboyi    **DateTime Stamp**    10/09/21 12:17

All activities have been completed. However, no document available due to the absence of the project staff. The attached note to the file has been signed by the management accordingly.

**Approver**    mirana.rahiravola

**Datetime**    10/09/21 12:58:48

Project Closure Checklist | Financial Closure Checklist | Status History and Attachments