Project Closure Checklist
Operation & Financial Closure of a Project

SECTION 1: PROJECT INFORMATION		
1. Project Title: Strengthen Crisis Management (under the umbrella ICRRP)	2. Atlas Project Number: 00097176	3. Award No: 00085156

SECTION 2: OPERATION CLOSURE					
TASK	**RESPONSIBLE PERSON**	**ATLAS ACTION POINT**	**YES**	**NO**	**NOTES**
4. Prepare Final Project Review report	Project Manager/ Coordinator		☒	☐	▪ This is a report from the project team to the project board, using the same format as the Annual Project ▪ It should offer a coherent and structured assessment of progress based on the chain of results initially defined in the Results and Resources Framework (RRF). It may be supplemented by additional narrative to meet specific reporting needs of stakeholders, especially bilateral donors. ▪ As an annex, a lessons-learned report would also be prepared and shared with knowledge networks.
5. Conduct final review	Project Board		☒	☐	▪ 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 shall include: ▪ Achievements of last year targets; ▪ Overall project performance and sustainability of results; ▪ Achievement on capacity development; ▪ Outstanding activities; ▪ Lessons learned; ▪ Use of remaining budget, if any; ▪ Effective date of project closure; ▪ Transitioning of responsibilities to national counterparts; ▪ Hand-over of remaining assets.
6. Identify follow-up actions	Project Manager/ Coordinator		☒	☐	To ensure follow-up on aspects discussed in the final review meeting, the project manager should update the lessons-learned report to include a brief record of decisions and conclusions related to follow-up actions. This updated report should be submitted through the Project board to the Programme manager in order to update the Country Programme Evaluation Plan as required. It could also be shared with stakeholders, relevant partners or networks.
7. Commission project evaluation	Project Board		☒	☐	Mandatory only when required by partnership protocols and within the context of UNDAF evaluation.
8. Disposal of all assets	Project Manager/ Coordinator		☒	☐	The project staff need to make sure that all the assets under the project are disposed
9. All POs have been closed	Project Manager/ Coordinator		☒	☐	The project staff needs to make sure that there is no open PO before closure takes place
10. Notify the DCD (P) and PU on the operational completion of the project	Project BoardProject Manager		☒	☐	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 when this state has been reached. When a project is operationally complete, the parties must agree on the disposal of any equipment that is still the property of UNDP. Equipment purchased with UNDP funds remain UNDP property until formally transferred or otherwise disposal off.
11. Operationally close the project (and Award if applicable)	Project Manager		☒	☐	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.
			☐	☐	

SECTION 3: FINANCIAL CLOSURE					
TASK	**RESPONSIBLE PERSON**	**ATLAS ACTION POINT**	**YES**	**NO**	**NOTES**
12. Transfer project deliverables and documents	Project Manager/ Programme Officer/ Head of Unit		☒	☐	▪ Also complete; (a) Completed equipment/asset list (inventory list), and: (b) Transfer or dispose of assets (refer Transfer of Asset Form) ▪ Project deliverables, documents, files, equipment and materials (if not already transferred) should be transferred to the national beneficiaries or national representatives at this time.

Item	Responsible				Notes
13. Ensure that all financial transactions are in Atlas (Based on final report from the Implementing Partner)	Programme Officer		☒	☐	Atlas Transaction Check: ▪ No outstanding advances-in either local currency or USD ▪ No open POs ▪ no pending GLJEs ▪ no unapplied deposits ▪ no AR direct journals in budget error or incomplete Status ▪ the CDR for the previous quarter shows zero encumbrances ▪ All Audit Gaps should be closed with supporting documentation
14. Update other ATLAS requirements (Based on final report from the Implementing Partner)	Programme Officer		☒	☐	Update the following; ▪ Quality Log ▪ Issues Log ▪ Risk Log ▪ Lessons Learned Log ▪ Communication and Monitoring Plan
15. Review and sign final CDR	Project Manager/ PU		☒	☐	▪ Signed by UNDP and Implementing Partner, confirming final project financial accounts and expenditures. ▪ Project should be financially completed not more than 12 after operational completion or date of discontinuation. ▪ For More information refer to the CDRPD1 document.
16. Conduct final project budget revision and sign final Annual Work Plan	Project Manager		☒	☐	Signed by UNDP and Implementing Partner, confirming final project Annual Work Plan according to the actual project activities. No adjustments can be made to a financially completed project.
17. Negotiate with Donor on refund/reallocation of cost-sharing/trust fund balances (very last step prior to designating the project as financially complete)	Programme Officer/ MSU		☒	☐	UNDP Issue refunds to donor as the very last step before designating a project as financially complete in ATLAS .If the donor requests a refund at any earlier point then you need to the approval of the Chief, Account Division or Treasurer to issuing the refund.
18. Provide ATLAS donor vendor ID to FU	Project Manager/ PU		☒	☐	The project staff needs to make sure that the donor has a vendor ID in Atlas
19. Donor Refund	FU/ GSSC		☒	☐	If the remaining amount is less than $5,000 then no refund is requires and it will be automatically reallocated by UNDP. If the remaining amount is more than $5,000, the donor refund will happen and it will be done either by CO or GSSC and the project will be closed in the system.
20. Ensure project accounts are closed	FU		☒	☐	Closure of any project-based financial accounts or funds. Once confirmed, project status in Atlas will be set to "Financially Closed". No further financial transactions can be made. For more information on project closure procedures and policies, see Closing a Project document and Programme and Project Completion, or refer to Closing a Project in the POPP.

SECTION 4: APPROVAL

1.   Project Manager:

Name: Zubair Murshed   **Signature:**

Comments: **Date:**

---

2.   Programme Unit:

Name: Amanthi Wickramasinghe, Head- Programme Management Support Unit   **Signature:**

Comments: ICRRP has been evaluated at Project 85156 level, also capturing this Output 97176. The Project Board is also positioned the level of ICRRP as a whole and not at the Output level.   **Date:** 19 November 2020

---

3.   Finance Unit:

Name: Azeez Adesina- Finance Specialist   **Signature:**

Comments: **Date:** 19-Nov.-2020

---

4.   CD /DCD :

Name: Zena Ali Ahmad, Resident Representative- UNDP Iraq   for   **Signature:**

Comments: **Date:** 19 November 2020