https://finance.partneragencies.org/psp/UNDPP1FS/EMPLOYEE/ERP/c/UN_CUSTOM.UN_PC...

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Grants | Project Management | UNDP Project Closure Workbench

Welcome Gladia Elodie MIKELE MBOYI to Atlas Community!

Project Closure Checklist

Financial Closure Checklist | Status History and Attachments

Output Details

Output Details		Output Dates		Output Status
Business Unit	GAB10	Start Date	01/01/2012	Operationally Closed
Project Number	00065011	End Date	31/12/2021	
Output Number	00081653	Output Manager		Effective Date
Output Name	DEVELOPMENT EFFECTIVENESS			9/12/2020

Output Financials (Cash Funds)

			Output Financials (Allocation Funds)	
Total Contribution Recognized	$ 0.00	Approved Budget		$ 1,763,364.63
Transfers to/from - Funds/Donor	$ 0.00	Advances Balance		$ 0.00
Interest Earned	$ 0.00	Total Expense		$ 1,522,482.30
Advances Balance	$ 0.00	Undepreciated Assets		$ 0.00
Total Expense	$ 0.00	Open Purchase Orders		$ 0.00
Undepreciated Assets	$ 0.00	Balance		$ 240,882.33
Open Purchase Orders	$ 0.00			
Fund Balance	$ 0.00			

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?SBIID=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: • Achievements of last year targets; • Overall project performance and sustainability of results; • Achievement on capacity development; • Outstanding activities;
2	Conduct Final Project Review by Project Board. And update the lessons learned report to include a brief record of decisions and conclusions related to follow-up actions.	☐	☐	• All Open POs have been fully received; • Lessons learned; • Use of remaining budget, if any;

3	Commission project evaluation	☐	☐	Effective date of project closure; • Transitioning of responsibilities to national counterparts; • Hand-over of assets. 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):

Author   **DateTime Stamp**

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