Project Closure Checklist
Operation & Financial Closure of a Project

United Nations Development Programmeramme
Regional Service Centre Panamá Office
City of Knowledge Building 128, Panama City Panama

UNDP

This list has to be initiated and processed by the Project Manager*

SECTION 1: PROJECT INFORMATION

1. Project Title: Virtual School-Human Develop	2. Atlas Project Number: 00072457	3. Award No: 00057072

SECTION 2: OPERATION CLOSURE

TASK	RESPONSIBLE PERSON	ATLAS ACTION POINT	YES	NO	NOTES
4. Prepare Final Project Review report	Project Manager*	Atlas Report: Quarterly Review Report	☑	☐	A standard format should be used; prepared in the form of a **case study**. Review the following links: Final Project Review Report Deliverable Description
5. Conduct final review	Project Board Programme Officer	Project Attachment	☑	☐	Include in this meeting a final review of project financials, results, progress on capacity development strategies, and lessons learned. Topics during the review include: ▪ Activity deliverables quality ▪ Overall project performance ▪ Outstanding activities ▪ Use of remaining budget, if any ▪ Effective date of project closure ▪ Transitioning of responsibilities to national counterparts ▪ Hand-over of assets
6. Commission project evaluation	Project Board		☑	☐	Mandatory only when required by partnership protocols (e.g. GEF) and within the context of UNDAF evaluation. Review the following links: Project Evaluation TOR Project Evaluation Report
7. Initiate project Audit (if applicable)	Project Board		☑	☐	NEX projects have to the 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.
8. Notify operational completion of the project	Project Board		☑	☐	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.
9. Operationally close the project (and Award if applicable)	Project Assurance	Project>Project Status C	☑	☐	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.
		Award Profile> Status C	☐	☑	

SECTION 3: FINANCIAL CLOSURE

TASK	RESPONSIBLE PERSON	ATLAS ACTION POINT	YES	NO	NOTES
10. Transfer project deliverables and documents At the completion of the project, the parties must agree on the disposal of equipment that is still property of UNDP. Equipment purchased with UNDP funds remain UNDP property until formally transferred or otherwise disposal of)	Project Manager/ Programme Officer/ Head of Unit	None	☑	☐	▪ Also complete; (a) Completed equipment/asset list (inventory list), (refer equipment/Asset listing) and; (b) Transfer or dispose of assets (refer Transfer of Asset Form: Annex I) ▪ Project deliverables, documents, files, equipment and materials (if not already transferred) should be transferred to the national beneficiaries or national representatives at this time.
11. 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

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12. 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
13. Review and sign final CDR	Project Manager/ Programme Officer/ Head of Unit	ATLAS report	☑	☐	• Signed by UNDP, 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 <u>CDRPD1</u> document.
14. Conduct final project budget revision and sign final Annual Work Plan	Project Manager	Grants>Award> Award Profile/ Project/Project Budget	☑	☐	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.
15. Negotiate with Donor on refund/reallocation of cost-sharing balances at the fund-project-donor level (very last step prior to designating the project as financially complete)	Programme Officer/ Head of Unit	General Ledger>Journal>Create Journal Entries	☑	☐	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.
16. Ensure project accounts are closed	Project Assurance	Project>Project Status F	☑	☐	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 <u>Closing a Project</u> document and <u>Programme and Project Completion</u>, or refer to <u>Closing a Project</u> in the POPP.

SECTION 4: APPROVAL

1. Project Manager:

Name: Wilmer Castañeda

Signature:

Comments:

Date: 09/11/16

2. Programme Officer:

Name:

Signature:

Comments:

Date:

3. Head of Unit:

Name:

Signature:

Comments:

Date:

4. Management Support Unit:

Name:

Signature:

Comments:

Date:

5. Deputy Country Director (Programme):

Name:

Signature:

Comments:

Date:

* In absence of project manager; the Programme Officer or the Head of Unit should initiate and process this checklist.