

## Operational Closure Checklist

No.	TASK	YES	NO	NOTES
1	Prepare Final Project Review Report and as Annex, a lessons-learned report.	√	<input type="checkbox"/>	A standard format should be used. Review the following links; <a href="#">Final Project Review Report (POPP)</a> and <a href="#">lessons learned</a> as per the <a href="#">following guidelines</a> .
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.	√	<input type="checkbox"/>	<p>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:</p> <ul style="list-style-type: none"> <li>• Achievements of last year targets;</li> <li>• Overall project performance and sustainability of results;</li> <li>• Achievement on capacity development;</li> <li>• Outstanding activities;</li> <li>• All Open POs have been fully received;</li> <li>• Outstanding payment and bills [PO and Non-PO (cost recovery, travel claims, staff salaries)] to be settled and cleared from CO Finance, Procurement and HR.</li> <li>• Lessons learnt;</li> <li>• Use of remaining budget, if any;</li> <li>• Effective date of project closure;</li> <li>• Transitioning of responsibilities to national counterparts;</li> <li>• Asset Inventory (Corporate Template)</li> <li>• Hand-over of assets. (Refer to Project Closure SOP)</li> </ul>
3	Commission project evaluation	√		<p>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: <a href="#">Evaluation Resource Centre TOR for Evaluation</a> <a href="#">Evaluation Report Format</a></p> <p>Note: it's was not required.</p>
4	Initiate project Audit (if applicable)	√		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

