

## Project Operationally Closure Checklist

### Project Information

|   |  |                                |
|---|--|--------------------------------|
| Project Title:<br><b>Reduction of Post Harvest Losses for Food Security</b> | Atlas Project ID/ Award ID:<br>00078554 / 00061788 | Project Manager:<br>Bir Mandal |
|---|--|--------------------------------|

| Task | Responsible                  | Atlas Action Points                                     | Notes   | Check list (Y/N) |
|------|------------------------------|---|---|------------------|
| 1    | 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;<br><u>Final Project Review Report Deliverable Description[1]</u><br><u>Project Evaluation TOR</u><br><u>Project Evaluation Report</u>   | Y                |
| 2    | Project Manager              | None  | Prepare notes on follow-on actions and submit these to the Programme Management level to update the Outcome Evaluation Plan   | Y                |
| 3    | Project Board/ Outcome Board | Project Attachment                                      | <u>Include in this meeting a final review of project financials, results, progress on capacity development strategies, and lessons learned. Topics during the review include:</u> <ul style="list-style-type: none"> <li>• Activity deliverables quality</li> <li>• Overall project performance</li> <li>• Outstanding activities</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>• Hand-over of assets</li> </ul> | Y                |
| 4    | Project Board                |   | Mandatory only when required by partnership protocols (e.g. GEF) and within the context of UNDAF evaluation.  | Y                |
| 5    | Project Board                | None  | The project is operationally complete when the last UNDP-financed inputs have been provided and related activities completed. The Project Manager should notify the UNDP when this state has been reached.<br>When a project is operationally complete, the parties must agree on the disposal of any equipment that is still the property of UNDP  | Y                |
| 6    | Project Assurance            | Project>Project Status C<br>Award Profile>Status Closed | 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.   | Y                |

**Project Manager's Signature**

**Programme Analyst's Signature**

**Date**

*Mandal*

*Chae Soe Chue*

*November 4, 2014*

(BIR C. MANDAL)

04.11.2014