

Project Operationally Closure Checklist

Project Information

Project Title: Improved Seed Production for Sustainable Agriculture	Atlas Project ID/ Award ID: 00078564 / 00061795	Project Manager: Bir Mandal
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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; Final Project Review Report Deliverable Description[1] Project Evaluation TOR Project Evaluation Report	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"> • 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 	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. 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 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

Choo Lox Chee

Nov. 7, 2014

(BIR C. MANDAL)

04:11:2014