Project Closure Checklist

Award/Project No: 00043495 / 00050817
Project Manager: Zharas Takenov
Programme Analyst: Choe Sung Chol

	Task	Responsible	Atlas Action Points	Notes	Checklist (Y/N)
1	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[1] Project Evaluation TOR Project Evaluation Report	Y
2	Identify follow-on actions and update Outcome Evaluation Plan	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	Conduct final review	Project Board/ Outcome Board	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	Y
4	Commission project evaluation	Project Board		Mandatory only when required by partnership protocols (e.g. GEF) and within the context of UNDAF evaluation.	N
5	Notify operational completion of the project	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	N

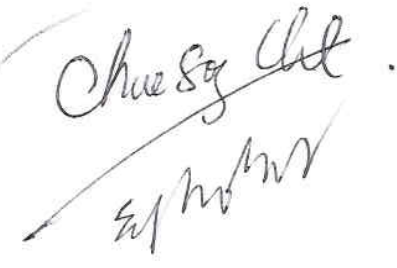| 6	Operationally close the project	Project Assurance	Project>Project Status **C** Award Profile>Status Closed	Based on the Project Board decision to close the project, project status in Atlas will be set to "Operationally Closed". No further financial commitment can be made.	
7	Transfer project deliverables 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	None	Project deliverables, documents, files, equipment and materials (if not already transferred) should be transferred to the national beneficiaries or national representatives at this time. Complete;(1) Completed equipment/asset list (refer equipment/Asset listing) and (2)Transfer or dispose of assets (refer Transfer of Asset Form: Annex I)	N

8	Based on final accounting of expenditures and transactions from the Implementing Partner. (1)Ensure that all financial transactions are in Atlas; (2) Update other ATLAS requirements;	Project Assurance	None	(1)Atlas Transaction Check; • No Outstanding NEX advances-in either local currency or USD (all unspent fund remaining with the project should be refunded to UNDP • 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 (2)Also Update the following; • Quality Log • Issues Log • Risk Log • Lessons Learned Log • Communication and Monitoring Plan	Y
9	Review and sign final CDR/ FACE (Project should be financially completed not more than 12 after operational completion or date cancellation. During these 12 months the designated institution is required to identify and settle all financial obligations and prepare a final revision of the budget. No adjustments can be made to a financially completed project)	Project Manager	ATLAS report	Signed by UNDP and Implementing Partner, confirming final project financial accounts and expenditures. For More information refer to the CDR PD	N
10	Refund to Donor for cost-sharing balances at the fund-project-donor level (very last step prior to designating the project as financially complete)	Project Manager / Project Assurance	General Ledger>Jour nal>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.	N

1 1	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.	

Project Manager's Signature   **Programme Analyst's Signature**   **Date**

November. 9, 2014