Final Project Report

Final Project Evaluation

Final Project Review Including Closure QA and Project Closure Budget

Files and Assets

Financial Report

Project Closure Checklist

Final Combined Delivery Report

Set status to Closed

Generate report directly from the Corporate Planning System or use other format agreed by partners

Prepare management response and share findings and recommendations for learning

The Project Quality Assurance Assessment is prepared and reviewed; the Project Board endorses the final project review report, including lessons learned

Project assets and documents should be transferred to national beneficiaries or national representatives; worthless assets are disposed

Under the HACT, national institutions and NGOs serving as Implementing Partners prepare the final FACE

Ensure all financial transactions are in Atlas

Prepare and submit final financial report to UNDP

Prepare management response and share findings and recommendations for learning

Review and sign

Set project status in Atlas to ‘Financially Closed’

Note: No further financial transactions can be made.