

Project Closure Checklist

Operation & Financial Closure of a Project



This list has to be initiated and processed by the Project Manager*

SECTION 1: PROJECT INFORMATION

1. Project Title: PPG Integrating Rio Convention Provisions in Ukraine's National Policy Framework	2. Atlas Project Number: 00084237	3. Award No: 00070003
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SECTION 2: OPERATION CLOSURE

TASK	RESPONSIBLE PERSON	ATLAS ACTION POINT	YES	NO	NOTES
4. Prepare Final Project Review report	Project Manager (in cooperation with IP)	Atlas Report: Quarterly Review Report	<input type="checkbox"/>	<input checked="" type="checkbox"/>	A standard format should be used; prepared in the form of a case study . Review the following links: Final Project Review Report Deliverable Description
5. Conduct final review (final Board meeting)	Programme Manager	Upload copy of report in CO SharePoint & Atlas	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Include in this meeting a final review of project financials, results, progress on capacity development strategies, and lessons learned. Topics during the review include: <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
6. Commission final project evaluation (if reflected in the M&E Plan)	Programme Manager (and Head of Cluster)	Upload copy of evaluation report in CO SharePoint & Atlas	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Mandatory only when required by partnership protocols (e.g. GFF) and within the context of UNDAF evaluation. Review the following links: Project Evaluation TOR; Project Evaluation Report
7. Organize transfer of assets.	Project Manager (with Programme Manager in cooperation with IP)	Copies of letters of transfer of assets to be uploaded on CO SharePoint & Atlas	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Based on the Board decision, assets should be transferred or disposed by UNDP: <ul style="list-style-type: none"> may be transferred to the government for project activities managed by a national institution at any time during the life of a project. may be temporarily placed in the custody of the UNDP country office, pending transfer or sale. The custody period must not exceed nine months. The need for custody usually arises once UNDP support for the project has come to an end. Under civil society organization (CSO) implementation, the CSO must return all UNDP-financed assets to UNDP upon completion of the project. When no longer needed by the project, assets may be transferred to another UNDP financed project or to the government, or it may be disposed of by sale or donation. In all cases of transfer, a transfer document must be prepared and kept on file.
8. Transfer project deliverables and documents	Project Manager/ Programme Officer/ Head of Cluster		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Also complete: <ul style="list-style-type: none"> Completed equipment/asset list (inventory list), and: Transfer or dispose of assets (refer Transfer of Asset Form) Project deliverables, documents, files, equipment and materials (if not already transferred) should be transferred to the national beneficiaries or national representatives at this time. Update the following; <ul style="list-style-type: none"> Quality Log Issues Log Risk Log Lessons Learned Log Communication and Monitoring Plan
9. Prepare notification of operational closure in Atlas	Project Manager		<input type="checkbox"/>	<input checked="" type="checkbox"/>	The project is operationally complete when the last UNDP-financed inputs have been provided and related activities completed. The Project Manager should notify the Project Board when this state has been reached.
10. Prepare final financial report to donor, prepare semi-final budget revision and operationally close project in Atlas	Project Manager	Semi final budget revision in Atlas. Project status switched to "C"	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Atlas Transaction Check: <ul style="list-style-type: none"> No outstanding advances in either local currency or USD No open POs no pending GI JEs 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

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SECTION 3: FINANCIAL CLOSURE

TASK	RESPONSIBLE PERSON	ATLAS ACTION POINT	YES	NO	NOTES
11. Initiate financial closure (review donor balances, organize their return to donor or transfer to another project), request final tranche (EU projects)	Programme Manager (Programme Associate / Assistant)	General Ledger>Journal>Create Journal Entries	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Atlas Transaction Check: <ul style="list-style-type: none"> No outstanding advances in either local currency or USD 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 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.
12. Review and sign final CDR	Project Manager/ Programme Officer/ Head of Cluster	ATLAS report	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Signed by UNDP and Implementing Partner, confirming final project financial accounts and expenditures. Project should be financially completed not more than 12 after operational completion or date of discontinuation.
13. Conduct final project budget revision and sign final Annual Work Plan	Project Manager	Grants>Award>Award Profile/ Project/Project Budget	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Signed by UNDP and Implementing Partner, confirming final project Annual Work Plan according to the actual project activities. No adjustments can be made to a financially completed project.
14. Verify data in residual balance of funds and conduct financial closure of project in Atlas	SRMU	Project>Project Status F	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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. For more information on project closure procedures and policies, see Closing a Project document and Programme and Project Completion, or refer to Closing a Project in the POPP.

SECTION 4: APPROVAL

REMARKS:

The PPF envisaged to development and sign the Project Document. Major output of the Project is the Full Fledged Project documents endorsed by Government of Ukraine and UNDP.

No equipment were purchased.

1. Programme Manager

Name: Sergei Volkov

Comments:

Signature: 

Date:

2. Country Director (Programme):

Name: Ricarda Rieger

Comments:

Signature: 

Date: 3.4.2014

* In absence of project manager; the Programme Officer or the Head of Unit should initiate and process this checklist.