



KINGDOM OF CAMBODIA  
NATION RELIGION KING



# Project Completion Report for Closed Projects

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# Outline of Presentation



1. Background on Project Closure.
2. Procedures in Project Closure.
3. Projects to be Formally Closed.
4. Issues among Implementing Agencies to be closed.
5. Conclusions and Project Sign-Off



## Background on Project Completion



- There are projects that are easily closed, while others seem to drag on forever, especially if there are still open items or change requests. Ending these projects can be challenging.
- This Project Closing Process will provide the tools to help finalize projects and hand over the product to the DICO/MoC and the WB.
- While the closing process is not critical to the project's success it is important to the success of future projects.



# Background on Project Completion



- The Project Completion Report will document the successes and failures of the project implemented under TDSP.
- It provides a historical record of the planned and actual budget and schedule, recommendations for future projects of similar size and complexity, information on staffing and skills used to meet project objectives and goals, how project expectations were managed, lessons learned, and an official project sign-off.

Sections of this report include:

- **Project Background** – the purpose of this section is to provide project background information for future team members who may need to review this information.
- **Project Completion** – this section documents whether the project objectives, benefits and deliverables were met successfully to the project's satisfaction and any outstanding items to be addressed in future phases.
- **Project Performance** - The Implementing Agencies will also make their own assessment of project performance.



# Checklist in Preparing for Project Completion



Closing a project includes completing a Transition Project Completion Control Documents for planning and tracking the transition progress of:

- Documenting Project Background (e.g. Copy of MOU, Concept Note, etc.)
- Identifying Completion Criteria and Assessment (i.e. Self Assessment of IA).
- Identifying Outstanding Items
- Documenting Final Budget vs. Actual
- Deliverables (i.e. Inputs, Outputs, Outcomes, and Impact)
- Project Documentation (PCR of Implementing Agency, Financial Documents)
- Fixed Assets Register and Inventory of Assets
- Staff Release Planning
- Staff Release Activities
- Closure Communications
- Closing Financial Accounts



# Items Included in the PCR

## **Progress on the Completion of Outputs, Outcomes**

This part of the report should demonstrate how the implementing agency was able to deliver the planned activities, outputs, outcomes, based on the Concept Notes and MoU submitted and signed with DICO/MOC.

## **Issues, Challenges and Lessons Learned**

This part of the report provides a rundown of all issues, challenges and lessons learned by the project implementing agency.

## **Project Performance Assessment**

This part of the report should demonstrate how the Project's expectations were initially determined and how they were managed throughout the life of the project. List the criteria which must be met to confirm that the project is completed. For each criteria listed, assess whether or not it has been achieved to the satisfaction of the DICO/MOC and the DPs/WB.



# Items Included in the PCR



## **Outstanding Items**

List any outstanding items which still need to be undertaken even though the project has satisfied the completion criteria. For each item, list the actions required to be undertaken and the responsible people in the implementing agency for undertaking the action.

**Project Closure** – this section outlines the next steps required for the handover of deliverables and documentation to DICO/MOC and WB, the termination of supplier contracts, the release of project resources, and communication to all stakeholders that the project is closed.

Specific information related to closing the project budget, developing a transition plan and archiving information is provided in this document.

## **Final Budget vs. Actual**

Document the final budget vs. actual cost of the project. Provide any other comments that relate to the overall budget and/or actual cost.



## Projects for Official Closure



1. Rules of Origin Operational Procedures (DMUL/MOC) – 7 workshops and training on Rules of Origin completed. PCR already drafted and to be officially discussed with IA.
2. Strengthening the Institute of Standards of Cambodia (ISC/MIH) – 5 working groups in standards setting formed, 7 product standards adopted and approved by National Standards Council, and 9 product standards under review. PCR already drafted and to be officially discussed with IA.
3. Support to E-Commerce Law Drafting (DLAD/MOC) – E-commerce law drafted and now with the Council of Ministers for discussion. PCR completed and signed.
4. Review of Commercial Laws (DNLC/MOC) – Review the Anti-Dumping Law and Safeguards investigation procedures. No PCR prepared.
5. Strengthening MoC Core HR Functions (DOP/MOC) – Capacity Building Plan for MoC officials and staff developed, and basic training on English and computer completed. PCR already drafted and to be officially discussed with IA.
6. Implementing Agency Capacity Enhancement Program (RSA/MCS) – Training Needs Assessment Completed and course programs drafted. Financial Closure signed. PCR completed but not official discussion with RSA.
7. Better Quality and Safety of Fish and Fishery Products (FIA/MAFF) – Market assessment and Food Safety Risk Assessments were carried out; Laboratory equipment now under procurement process. PCR drafted and to be officially discussed with FIA/MAFF.
8. Support to Government –Private Sector Forum (GPSF/CCC) - 1,700 individual companies and business operators participated in the members survey; MOUs were signed with major universities; 17th GPSF was conducted; GPSF for better business environment dialogue were conducted in Kampot, Sihanoukville, Koh Kong, and Kampong Cham. PCR drafted and to be officially discussed with IA.



# Some Issues on Project Closing



- Fixed Asset Register of FIA is not yet complete since lab equipment has just been delivered.
- Finance Unit of DICO/MOC will undertake detailed asset inventory of FIA before closing.
- UNIDO has to return \$36,013.35 from the payments made to the World Bank along with interest earned on funds released of \$940.26.
- There are some switching of payments with the first and second projects of ISC that will be discussed with Finance Unit of DICO/MOC.



# Conclusions and Project Sign-Off



An important task of closing a project is the acceptance of the project deliverables by the DICO/MOC.

- The best way to resolve this is to convene a final review meeting between DICO/MOC and representatives of Implementing Agency, specifically on the deliverables against the requirements and specifications, any deviations from the established requirements will have been documented and approved.
- During the review you will go over the deviations and justifications.
- In addition you will cover any open items (action items, issues, etc.) in an effort to close them.
- By drawing all of the stakeholders together in a single meeting, you can avoid closing these open items on an individual basis.
- **Approval** – Certification by both the DICO/MOC and Implementing Agency project manager that the project has been officially closed.



# Thank You!