PROJECT CLOSURE REPORT

Project Number		Project Manager	
Project Title			
Brief Description			
Partners			
Prepared by		Date	

Obj.	Description	KPI	Initial Target	Achieved	Remarks
1) Objective Achievement					
1					
2					
3					

2)	Result Achievement				
Obj.	**Description**	**KPI**	**Initial Target**	**Achieved**	**Remarks**
1					
2					
3					

3)	Project Activities			
Result	**Activity Description**	**Initial End Date**	**Carried out in accordance with the work plan? (Y/N)**	**Explanations for Deviations from Work Plan**
1				

4) Financial Status

Main Questions	Response	Explanations
Project cash contributions received as planned? (Y/N/Not applicable)		
The level of expenditure is at the expected level? Percentage (%)		
Any funds remaining unused? Amount USD		

5) Lessons Learned

Description	Recommendation

6) Attached Documents

No.	Title

7)	Decision

[XXX] and [XXX] agree to definitively close this Project. The residual balance of [xxx] from [XXX] will be:

☐   Contributed to ITU Emergency Telecommunications project[1]

☐   Contributed to other BDT development projects

☐   Other:

☐   Reimbursed to:

Beneficiary: _____

Account Number: _____

Account Name: _____

Bank: _____

SWIFT Code: _____

For the	Signature	Date	Name/Title
ITU		__ / __ / ___	
[XXX]		__ / __ / ___	

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[1] ITU provides emergency assistance to countries in the aftermath of disasters to save lives and provide emergency telecommunication facilities to help coordinate emergency aid and rescue operations.
For more details please see:
http://www.itu.int/en/ITU-D/Emergency-Telecommunications/Pages/PartneringforDisasterReduction.aspx