**WEFO Project Completion Plan Annex A**

Project Name: Sponsor:

Programme and Priority: **Target Completion Date**:

|  |  |  |
| --- | --- | --- |
| **Activity** | **Target Completion Date** | **Comment** |
| Agree and finalise project completion date |  |  |
| Ensure all project files are updated, stored and WEFO are informed of storage location/details.  Project archive created.  Retention policy agreed and in place |  |  |
| Identify contacts for issues following project completion |  |  |
| Final claim – auditor booked for Accountants Report work/delivery date |  |  |
| Evaluation booked/delivery date |  |  |
| Final Claim submitted |  |  |
| Final Accountants Report submitted |  |  |
| Exit strategy implemented |  |  |
| Special conditions complied evidenced. |  |  |
| Final payment claim progress report completed |  |  |
| Cross Cutting Themes evidenced |  |  |
| Inventory of assets completed (if applicable) |  |  |
| Final Project report completed (template provided page 12-13 of the WEFO Best Practice Guide Preparing for Project Closure) |  |  |
| Procurement requirements satisfied |  |  |
| Publicity/marketing requirements satisfied |  |  |
| Article 55 (income generating) actions identified/agreed. |  |  |
| Post closure activity and monitoring requirements considered and in place |  |  |