CSCF PROJECT COMPLETION REPORT (PCR)

June 2011 version

Why: Project Completion Reports (PCRs) contribute to good project management providing an important record of what has happened and been achieved by your project (i.e. extent to which the purpose and planned outputs have been achieved). They also enable a conclusion to be drawn and lessons learned from implementation; this is useful for sharing with others and may be very valuable when designing projects with similar characteristics. It also provides an "initial" opportunity to assess the likely impact (in the short and longer term) of the project, although the primary tool for assessing impact will be based on the evaluation which should precede the completion of the PCR.

PCR REQUIREMENTS

How: You must submit a Microsoft Word version of your PCR by email to cscfreports@tripleline.com. **We do not require a hard copy.**

When: Within **3 months** of the end of the DFID funding and **after the external evaluation has been completed**.

It is no longer necessary to submit a separate final year annual report as the PCR will include a section for reporting on the final year. However, if your project extends more than three months into the following financial year, i.e. ending after 30 June, a separate annual report will be required.

What:
You should submit the following documents:

1. Narrative Report
Please use the form below. It has been designed to allow you to record all the information DFID needs to know about what was achieved by your project in a concise way. It is important that you focus your narrative on the impact and outcomes of the project and respond directly to the main findings of the evaluation. The PCR should provide information about achievements and key lessons learnt rather than a list of completed activities. Please note the following:

- Your report must be submitted using **Arial 12 font**
- Section 1: **Maximum of two (2) A4 pages**
- Section 2: **Maximum of twelve (12) A4 pages**

2. Project Completion Financial Report.
Please use the Project Completion Financial Report Excel template available on the DFID website. The report format requires a detailed expenditure report for the final year, and a summary of actual expenditure throughout the project lifetime. The report template includes specific guidance notes.