



REPORT

TOOLS

GUIDANCE

9

Project Manager

submit
Financial Report
 Submit quarterly, or when additional resources are needed

Funding Authorization and Certificate of Expenditures (FACE)

Programme Manager / RR (IP certifies)

sign
Combined Delivery Reports
 Submit in 2nd, 3rd and 4th quarters

See in Atlas:
 • Standard CDR report
 • On-Demand Atlas Training – Atlas Project Overview and Tools > Generate CDR
 • UN Reports > Project Management Reports > Portfolio Analysis > CDR

Project Manager

prepare
Project Progress Report
 Prepare with frequency stated in Project Document

Donor-specific format
 Executive Snapshot

Programme Officer

communicate
Project Results
 to partners and public

UNDP Brand Manual
 UNDP Tagline Portal
 Communication Toolkit
 Success Story Template
 Photo Guidelines

10 CLOSE