

TC Project Achievement Report Guidelines

The Project Achievement Report (PAR) is an integral part of the [project closure process](#) and should be completed within the year following commencement of this procedure. The PAR cannot be finalized until all POs have been closed.

When writing a PAR, keep in mind that the “Project Description and Results Achieved” sections will be posted online on TC Pride and will be accessible to other project team members, relevant IAEA staff members, and also all Member States. Hence, it should not include a detailed list of inputs provided (e.g. fellowship, experts, training courses, equipment) nor provide commercial information regarding the implementation of the activities.

The report should concisely and accurately describe the results of the project, i.e. the outputs delivered, and the outcome achieved or expected to be achieved. The project results should be aligned with previous reports (e.g. expert mission reports, technical reviews, fellowship reports, proof of delivery of equipment provided and feedback of the use of this equipment) and in particular with the Project Progress Assessment Reports (PPARs) submitted during implementation. PARs are a key element for learning from past experiences and should therefore be used as reference documents for the planning of new projects. To capture positive as well as challenging aspects experienced along the way, from project implementation to management and established partnerships, the section on lessons learned will remain available only to project team members, so they can share practices proven to be beneficial and practices to be avoided, to improve future designs. This report should also provide recommendations for any further steps that may need to be taken to ensure sustainability and replicability of project results and achievements. All supporting documents on project progress and achievements should be uploaded into the fourth section.

The PAR is also a key element in TC knowledge management, not only by enabling the learning loop between recorded experience and new project designs, but also as a way to elevate personal to institutional memory. The report can be used to document any progress or issues faced by the project that need to be recorded internally, for example, if a team member is leaving the project, or the country is facing political/economic issues that affect the ability of the CP to report during that year. The PAR can be initiated at any moment of the project life without compromising the annual PPAR reporting or the project closure process, that can only commence when all activities have been implemented. By allowing the uploading of files, the PAR is also the recommended place to store important documents and/or pictures documenting meetings and workshops taking place; equipment being delivered and used; fellows completing their studies and receiving their diplomas; etc.

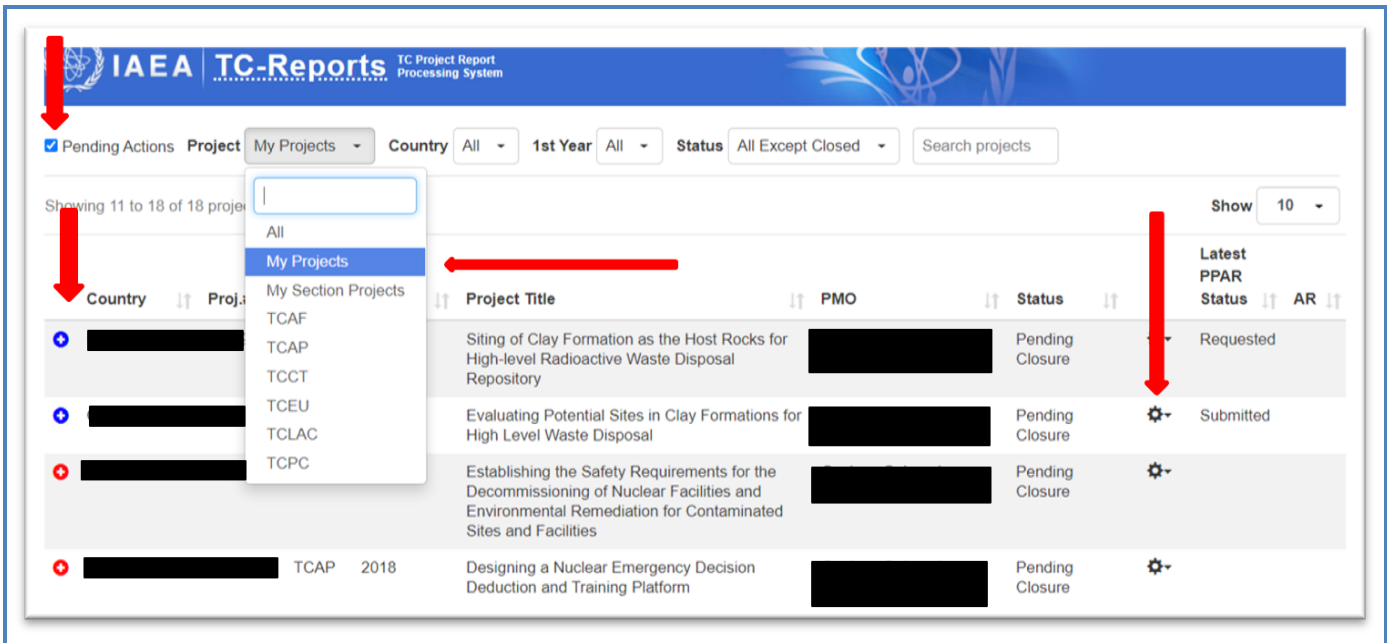
Workflow: the PAR is the responsibility of the PMO but should always be written in a participatory way. The PMO can announce the initiation of the process and collect inputs from CPs/DTMs, NLOs and TOs through joint consultations, to prepare the report. Once all three mandatory sections are completed, the PAR can be sent to the SH for review and clearance. The SH can complete or return documents to the PMO for revision.

Project Description	<p>Summarize here the gaps / problems that were identified (in the country or region) – i.e. the rationale for implementing the project. This section will be extracted from the project document in PCMF.</p> <p><i>While assessing and comparing what had originally been planned with the actual achievements, be specific and consistent with the initial design of the LFA and signal any deviation from the initial plan including the reason(s). Names of countries, counterparts and institutions should be written in full.</i></p>
Results Achieved	<p>Achieved project outputs should be described in this section, aligned with and complementary to the last Project Progress Assessment Report (PPAR) submitted. Provide your perspective on how the outputs were achieved or not, and their quality. Include specific information about equipment delivered being in use and operational [attach proof of use in the Attachment section].</p> <p><i>List the key activities implemented in relation to the achieved outputs. Use the output indicators developed in the LFM as points of reference and describe the cumulative progress reported in the PPARs. Describe to what extent the achieved outputs were accessible to different beneficiaries or end-users, describe how they will be sustained and where possible differentiate indicators by gender. Instead of a detailed list of inputs, provide only the most relevant information, particularly in case of delays, that complements the information about the quality of outputs achieved.</i></p> <p><i>Also, describe how the assumptions made in the LFM at output level were verified, or risks managed (if applicable), and highlight factors that were important for the achievement (or not) of the expected outputs.</i></p> <p>The outcome is the change or improvement that occurs as the result of the project. Provide your view on the achievement of the expected outcome. Also provide your views on any unplanned outcome achieved.</p> <p><i>To what extent can changes and/or improvements resulting from the project outputs be observed (at institutional/organizational or individual levels)? Based on yearly cumulative progress documented in the PPARs, describe the changes generated throughout the project and specific elements that will ensure its sustainability. If not yet observed, explain to what extent and when these changes are likely to occur; the rationale of this projection and what follow-up is required. The outcome indicators, baselines and targets from LFM should be used as a point of reference. Describe and justify any deviation from initial estimates.</i></p>
Lessons Learned & Recommendations	<p>Lessons learned are drawn on both positive experiences and negative experiences. The information contained in this section is collected during the entire project duration and are normally reported in PPARs. Provide the lessons learned according to the following list.</p> <ul style="list-style-type: none">- Sustainability: provide a summary of how project achievements will be sustained or linked with future projects or activities- Lessons learned regarding project management (including change(s) in project team)- Which practice proved to be beneficial for the project? Provide examples including any gender inclusive practices.- Which practices proved not to be beneficial? Provide guidance on how to avoid these in future project designs and implementation- What was learned about partnership(s) with other stakeholders, if any? <p><i>In the subsections above, describe with examples those practices that have proven to be beneficial for the project (including any gender inclusive practices); describe any partnerships that have contributed to the success of the project and will enhance its sustainability. Also mention how the project benefits will be sustained at national level and any recommendation for future actions to be taken to support this process. Include risks/challenges faced by the project and any actions that contributed to overcoming these situations and/or those that should be avoided. Describe these lessons in a way that they could inform the design of future similar projects.</i></p> <p>Recommendations: Provide recommendations emerging from the project that can contribute to better practices in the future and ensure the sustainability of results achieved.</p>
Attachments	<p>In this section attach any project supporting documents that will provide evidence of project achievements, justification for delays or changes required from original work plan and budget.</p> <p><i>Field observations, evidence or facts that support the status of outcome progress, CP and NLO inputs to this report should be described and attached (if possible and when available). It is recommended that end users provide evidence of use of any item being procured in addition to the proof of delivery of equipment (PDO).</i></p>




Project Achievement Report (PAR) User Guide for PMOs

PMO navigates to the URL <http://tcreports.iaea.org> where all projects in the TC portfolio are listed and searchable according to different criteria (Screenshot-1). When selecting “My Projects” in the Project field, only projects for which you are the PMO will become visible.

Screenshot-1



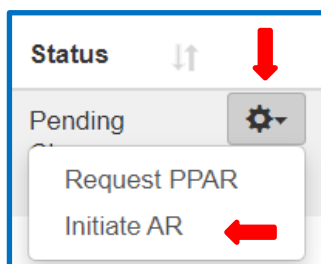
The **colour-coded icons**, on the left side of the screen, (Screenshot-1) indicate if an action is pending by the PMO or by any team member regarding the preparation of Project Progress Assessment Reports (PPAR) or Achievement Reports (AR) for the current reporting period:

-  The red icon indicates that there is a report, corresponding to the current reporting year, that requires PMO action
-  The blue icon indicates a report is in progress and actions are required by a member of the project team
-  The black icon indicates all reports are completed for the current reporting year, and no action is required by the PMO

By ticking on “Pending Actions”, on the upper left side of the screen (Screenshot-1), the system will display only the projects for which any actions are still pending, either from you (sided by a red icon) or from some other member of the team (sided by a blue icon).

Project Achievement Report generation step by step

Step 1: Initiating an AR



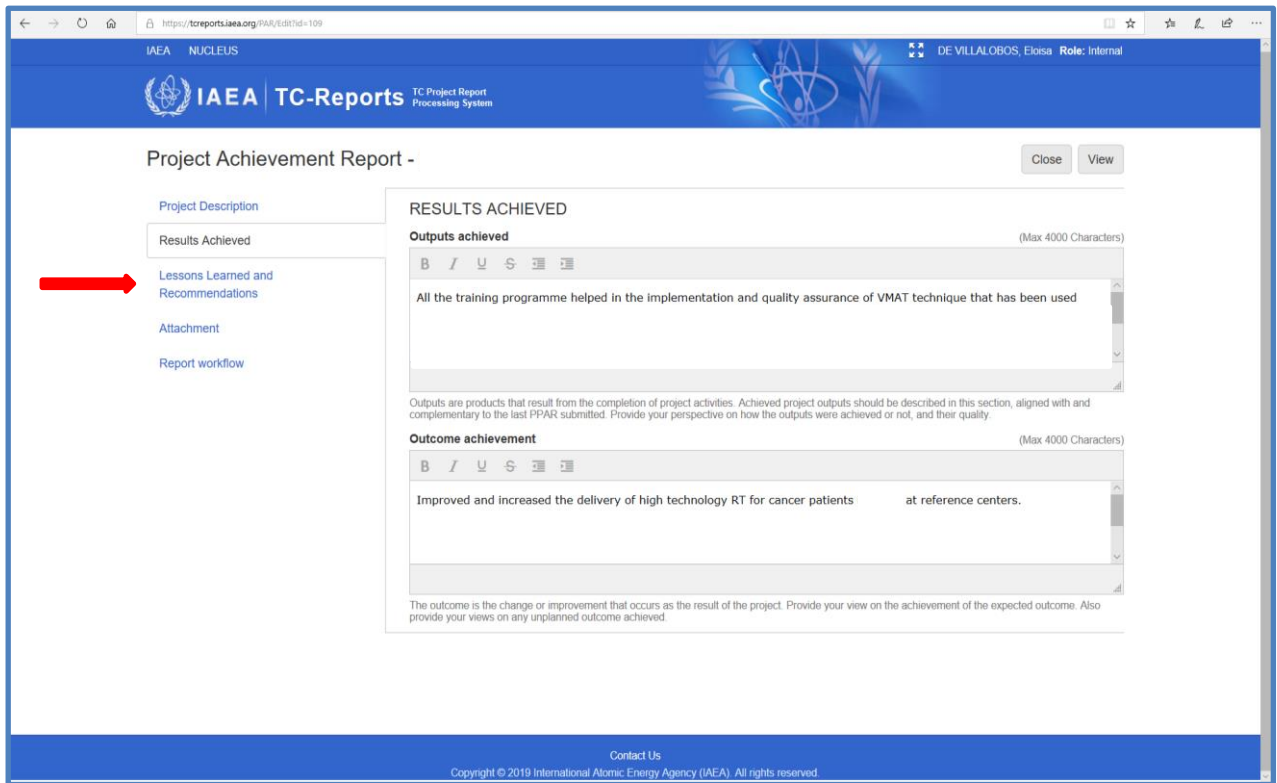
This icon, **on the right** of project status (Screenshot-1), is the project report generation menu, that allows the initiation of an action. Through this menu you can request a PPAR or **initiate the AR**.

Please remember that the project Achievement Report should be a participatory process and the PMO should announce the initiation of the process and collect

inputs from CPs/DTMs, NLOs and TOs through joint consultations. A word template that could be shared with the project team is available in PCMF.

The PMO is in charge to complete all sections of the Project Achievement Report making sure to include quantitative as well as qualitative data on outputs delivered and outcome reached or to be reached. One important element is the lessons learned during the implementation of the project, that could inform the design of similar/consecutive projects. Screenshot- 2

Screenshot-2



In case the project team or the CP has developed a completion/closure internal report, this can be uploaded in TC reports under the Attachment section as shown in Screenshot- 3. This is also the place where to upload important documents such as the proof of delivery of equipment (PDO) and any other feedback on the use of procured items or delivery of trainings, support etc.

Screenshot-3

