

**Lancang-Mekong Cooperation Special Fund**

**Project Completion Report**

**Project Title:**

**Implementing Agency:**

DD/MM/YYYY

**PROJECT DETAILS**

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| **LMC Member Country:** |
| **Project Title:** |
| **Project Approved Year:** |
| **Proponent (ministerial level):** |
| **Implementing Agency:** |
| **Approved Budget:** |
| **Commencement Date:** |
| **Completion Date:** |
| **Project Description:**  *brief description of the background, content and activities of the project.* |
| **Project Objective:**  *objective and expected outcome of the project.* |

**IMPLEMENTATION & EVALUATION**

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| **1. Implementation Progress**  *Describe the whole progress of the project implementation briefly, including the preparation stage and execution stage.* |
| **2. Project Outputs**  *Outputs are better to be quantified, for example, how many meetings or seminars have been held, how many papers have been published.* |
| **3. Problems and Challenges**  *Problems or challenges that affected project implementation, and how they were resolved.* |
| **4. Plan Adjustment (if any)**  *If there’s any adjustment to the project, please state the reasons for the changes, the relevant influences on the project’s objectives, activities and outputs, etc.* |
| **5. Financial Analysis**  *List the expenditure of each program or activity. Analyze the budget performance.* |
| **6. Performance Assessment**  *Make an assessment of the whole project performance, how much of the original objective has been achieved, and how is the sustainability of the project.* |