(Form-15)

# Outline of Project Completion Report

## *The Project Completion Report should include the following as a minimum:*

### *1. General Information:*

- Name of Project & Location
- Names of Owner, Consultant and Contractor with addresses, phone numbers and fax numbers
- IDB Project No, Amount of grant and date approved by IDB

### *2. Project Description:*

- Scope and Objectives of the Project in detail
- State no. of students, classrooms, labs, offices etc
- State no. of stories and square meter area of built up construction
- Information on Construction Contract (technical and financial).
- Include A4 size schematic building plans showing intended use and overall dimensions (use color if needed)
- Include A4 size schematic building section showing project overall phases and indicate the phase completed if any

### *3. Project Implementation:*

- Include dates of starting and completing. Compare with original dates
- Final Project Implementation schedule (Compare with original planned schedule)
- Describe difficulties encountered and solutions adopted
- Final Project Financial Progress (show original plan)

### *4. Final Technical report on work done*

- state what was finally completed include construction, civil works, site works … etc. Include description of finishes both inside & outside

### *5. Final Financial statement*

- Actual Financing plan to include components financed by the IDB grant and those financed by the Beneficiary.
- List separately building components cost, equipment and furniture cost and consultants fees.

### *6. Summary and conclusion*

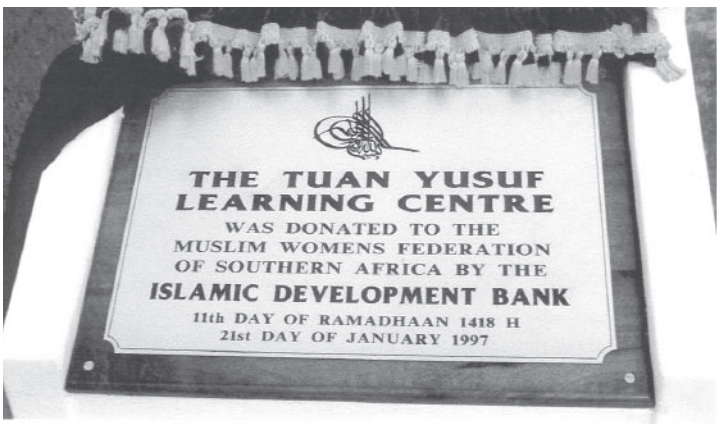
*7.* Photographs of the completed works showing overall project façade as well as interior shots (4X6 inches). A separate photo showing the project metal nameplate indicating that contribution of the IDB in financing the Project should be included. Photographs are to be pasted on A4 size sheets (two photos per sheet if possible) with description under each photograph giving the project component depicted in the photo and the description of the view and date.

***8. List of As-Built Drawings transmitted to the Owner.***

***9. Copies of Initial Handing Over Certificates and Occupancy Permits.***

***10.*** A metal/ Marble / granite plaque has to be fixed at a conspicuous place in each building constructed with IDB grant showing the IDB contribution as follows:

بسم الله الرحمن الرحيم
( Name / Description of the building in bold letters)
WAS DONATED TO THE
( Name of the Society)
BY THE
ISLAMIC DEVELOPMENT BANK
(date) DAY of (month) 1423 H
(date) DAY of (month) 2002

( the official opening or handing over date could be used – see the sample attached)

***Sample IDB Nameplate***