**STEP 1**

 BRIEF FORMULATION

 **STEP 2B**

**HQPAG REVIEW OF CONCEPT**

**STEP 2A**

**ALL CONCEPT DOCUMENTS ARE SENT TO HQPAG** FOR REVIEW (**7 DAYS** IN ADVANCE OF PAG DATE)

A day or two after PAG review, minutes circulated to Project Presenters and PAG Members with recommendations from Concept review to be considered in the full Prodoc. Concept uploaded and minutes uploaded in PAAS

 **STEP 3**

PROJECTS WITH A VALUE **LESS THAN $1 MILLION REVIEWED BY RPAG**

PROJECTS WORTH WITH A VALUE **MORE THAN $1 MILLION REVIEWED BY HQPAG**

 **STEP 4**

**FULL PROJECT DOCUMENT in PAAS-**

**REVIEW AND APPROVAL** (PRODOC TO BE SUBMITTED FOR CIRCULATION TO MEMBERS **7 DAYS** IN ADVANCE OF PAG DATE)

 Project revised and circulated to all Project presenters and PAG members Final Prodoc and Quality Checklist sent to HQ PAG Secretary for signature by Director – Programme Division and uploaded in PAAS

 **STEP 5**

 **SIGNING OF INCOME AGREEMENT**

Agreement should reflect contents of the approved Prodoc

 Legal Office

 **STEP 6**

 PROJECT ENTRY INTO UMOJA

 Only Projects rated **SATISFACTORY in the Quality Checklist** are signed by the Director Programme Division Office of Management provides the Work Breakdown Structure in UMOJA

 **STEP 7**

SUBSTANTIVE PROJECT PERFORMANCE MONITORING REPORTING & **(Quarterly PROJECT IMPLEMENTATION REVIEWS BY HQPAG)**

 **Project Team Leader** and Programme Division – PAG

 (See monitoring link in PAAS)

 **STEP 8**

PROJECT CLOSURE ASSESSEMENT REPORT DONE AND UPLOADED IN PAAS **(Bi-annual END of PROJECT HQPAG REVIEWS FOR LESSONS LEARNT)**

**Project Team Leader** and Programme Division – PAG

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 **STEP 9**

 PROJECT CLOSURE (FINANCIAL)

 **Project Team Leader, PMO** and Office of Management

 ( (See Template in PAG link in intranet)

 **STEP 10**

 EVALUATION

 **Project Team Leader** and Evaluation Unit

**NOTE**: **HQ PAG will convene twice a month to review both Concepts and ProDocs,**

**See HQPAG & RPAG meetings schedule in the PAG link on the intranet.**