**Project workflow for OCHA managed funds**

- Project
- Interim Financial Reporting
- Progress Narrative Reporting
- Final Financial Reporting
- Final Narrative Reporting
- Timeline
- Monitoring
- Disbursement
- Revision Request
- Project Revision
- Audit

Project > Project Workflow

**Standard Allocation**

![Diagram of Project Workflow for OCHA managed funds]

**LEGEND**

- Step 1: Submission of Proposal
- Step 2: Strategic Review
- Step 3: Technical Review
- Step 4: Final Approval and Signature
- Step 5: Disbursement
- Step 6: Implementation and Reporting
Reserve Allocation

GMS Workflow
Country-Based Pooled Funds
Reserve Allocation

LEGEND
Step 1: Submission of Proposal
Step 2: Strategic Review
Step 3: Technical Review
Step 4: Final Approval and Signature
Interim Financial Reporting [Top](#)

You can find a detailed explanation for Interim Financial Reporting under the Reporting section.
Progress Narrative Reporting [Top]

You can find a detailed explanation for Progress Narrative Reporting under the [Reporting] section.
Narrative reporting

Progress

You can find a detailed explanation for Final Financial Reporting under the Reporting section.
You can find a detailed explanation for Final Narrative Reporting under the Reporting section.
**Narrative reporting**

**Final**

```
Final Report (FR) active
```

```
FR under review
```

```
PFR re-draft
```

```
Report Approved
```

**Timeline**

The timeline tab present in the project enables one to set up timelines for various activities like narrative reporting timelines, Disbursement tranches timeline etc.

**Monitoring**

One can have multiple instances of monitoring to enable the monitoring of various stages in a project lifecycle.
The HFU will activate the monitoring instance, fill in the necessary information, and update the recommended actions. The HFU can then send them to the Implementing Partner or Cluster Coordinator, as necessary. An email alert will be sent to the IP/CC based on the party who receives the task. The IP and CC will have access to update the recommended actions only and no other data. Once done, they should send the monitoring instance back to the HFU. Once the information is verified, the HFU can update the status as “Monitoring Completed”.

Disbursement Top
You can find a detailed explanation for disbursement under the **Disbursement** section.
Revision Request

You can find a detailed explanation for Revision Request under the Project Revision section.

Revision request
(Step 1)

Revision request in draft
IP

Revision request under review
HFU

Revision request re-draft
IP

Revision request under Cluster review
Cluster Coordinator

Revision request cancelled

Revision request approved

Revision request cancelled
Project Revision

You can find a detailed explanation for Project Revision under the Project Revision section.
Audit  Top

You can find a detailed explanation for Project Audit under the What is Project Audit in GMS section.
Auditing

Audit Triggered by FCS

Audit started by Audit Firm

Audit report finalized by HFU

Audit report received by FCS for closure

Audit report received by FCS for refund

Audit report received by FCS for final disbursement