By Bright Quill Team



A project closure report example is the best way to learn how projects end, because most textbooks rush through closure in a page and move on. A closure report is the document that formally finishes a project. It records what got delivered against what was promised, reconciles the budget, captures lessons learned, and gets the sponsor's sign off. Projects that skip this step don't finish, they fade away, and the same mistakes get repeated on the next one. This article walks through a complete example, explains each section, and shows you how to write lessons learned that actually teach something.

Why Closure Deserves a Real Document

Teams love starting projects. Finishing them, not so much. That last ten percent of tidying up feels dull next to the buzz of the next idea. So documents don't get written, leftover budget sits unaccounted for, and nobody writes down what went wrong. Six months later you'll watch the same team make the same errors. A closure report fixes that for a modest effort. It creates the official record that the project's done, which releases the team and closes the budget. It shows the sponsor exactly what their money bought. And it banks the lessons while memories are still fresh. In professional practice, no project is finished until the closure report is signed. Markers know this, which is why a strong closure section signals maturity. Our business plans team closes every client engagement with a written summary, because clean endings build the trust that brings repeat work.

The Example: A Charity Fun Run

Here's a fictional example to work with. The Riverside Charity Fun Run: a 5 kilometre run raising money for the local food bank. Objectives: 300 runners, 15,000 raised, zero safety incidents. The project ran twelve

weeks with a volunteer team of eight. Results: 342 runners registered, 17,400 raised, and one minor first aid incident handled on site. Budget: 5,000 allocated, 4,650 spent, 350 returned. Schedule: finished one week early because the council permit arrived faster than expected. The report opens with these facts in a one page summary, then works through each section below. Notice what's honest here: the good news and the small incident both appear. A closure report that claims perfection reads as fiction.

Achievements Against Objectives

This section is a simple table with three columns: objective, result, variance. 300 runners targeted, 342 achieved, plus 42. 15,000 fundraising target, 17,400 raised, plus 2,400. Zero safety incidents targeted, one minor incident, handled inside the first aid plan. Write the variance plainly and explain the big ones in a line each. The extra runners came from a school partnership signed in week six. The incident was a sprained ankle at the water station, treated on site with no hospital visit. This isn't the place for modesty or spin. State what happened, good and bad, in numbers. Markers check whether your achievements link back to the objectives you set at the start. You can't invent objectives at closure time, markers spot that instantly.

Budget Reconciliation and Handover

Money needs a clean ending, and markers notice when it doesn't get one. List the budget lines as planned versus actual: permits 800 planned and 800 spent, marketing 1,200 planned and 950 spent, equipment hire 1,500 planned and 1,600 spent, contingency 1,500 planned and 300 spent. Total: 5,000 against 4,650. Explain any variance over ten percent: equipment cost more because the sound system needed a generator, contingency went almost untouched because the weather held. Then record the handover, what passes to whom. The donor database goes to the food bank treasurer. Supplier contacts and the event manual go to next year's volunteer coordinator. Leftover stock goes to the community centre. Name the unfinished business too: the thank you letters to sponsors go out next week, owned by one named person. A project with loose ends isn't closed.

Lessons Learned: The Section That Earns Marks

Most students write lessons like communicate better or plan more carefully. Those say nothing anyone can use. A real lesson is specific enough to change next year's behaviour. Good ones from the fun run: book the sound system with its own generator, because the park has no power outlets, which cost a day of scrambling. Start school outreach in week two, not week six, because the 42 extra runners came almost entirely from schools. Keep a printed contact sheet on race day, because phone batteries died by noon. Write four to six lessons in this form: what happened, what it cost, what you'd do differently. Split them into what to repeat and what to change, and don't be vague about either. Finish by naming who owns each change, or the lessons get read once and forgotten. Our project plans service treats this as the most valuable page in the whole report.

Five Closure Report Mistakes Beginners Make

First, skipping closure because the project succeeded. Success teaches as much as failure, and you'll still need the record. Second, writing lessons nobody could act on. If a stranger can't tell what to do differently, rewrite it. Third, hiding the bad news. One honest incident builds more credibility than a perfect fairy tale. Fourth, forgetting the formal sign off. The report needs the sponsor's signature and a date, or the project isn't officially closed. Fifth, no handover list. Documents, contacts, leftover budget and pending tasks each need a named new owner. Skip that and what you've got is a history essay, not a closure.

Archiving Project Documents Properly

Your closure work isn't done when the report's written. The last job is gathering every document into one place so the project can be found later. Keep the final versions only, not draft seven or draft final final, with clear dated filenames in a single folder. Six months from now, when someone asks what a change actually cost, that archive answers the question in minutes instead of days. In your assignment, a short archiving paragraph shows the marker you get that projects live on after the team disbands. Say where the files are stored, who owns them, and how long they're kept, because clients always come back with follow up questions, as our business planning team sees regularly. It's a small detail. It signals professional habits.

A project closure report example like the fun run shows the full shape: summary, achievements against objectives, budget reconciliation, handover, honest lessons learned and sponsor sign off. Write all six and you'll end the project properly instead of watching it fade out. If your assignment needs a closure section with lessons a marker will respect, tell us through the contact page .

Key visual, in brief:

Closure checklist: objectives reviewed against delivery; budget reconciled and signed off; documents handed over; lessons recorded; team released and thanked.