

**PROMPT WO-028**

Create a Project Closure Report

Purpose

Use this prompt to create a professional Project Closure Report at the end of a project. It provides a structured summary of objectives, deliverables, achievements, budget, lessons learned, outstanding actions, and final approval, ensuring the project is formally completed and documented.

DIFFICULTY **Intermediate****TIME SAVED** **30–60 min****BEST FOR****Project Closure**

Best AI Tools

- ChatGPT
- Claude
- Microsoft Copilot
- Google Gemini



Copy & Paste Prompt

You are an experienced Project Manager.

Create a professional Project Closure Report using the information below.

Project Name:

[Insert project name]

Project Sponsor:

[Insert sponsor]

Project Manager:

[Insert project manager]

Project Duration:

[Insert project dates]

Project Objectives:



[Describe the original objectives]

Deliverables:

[List completed deliverables]

Project Outcomes:

[Summarise the results]

Budget Summary:

[Provide planned vs actual budget]

Schedule Performance:

[Completed on time, early or delayed]

Challenges:

[List any significant issues]

Lessons Learned:

[List key lessons]

Outstanding Actions:

[List any remaining tasks]

Final Approval:

[Insert approver]

Tone:

Professional, factual and suitable for senior stakeholders.

Please:

- Create a professional Project Closure Report.
- Include an executive summary.
- Review the original objectives and whether they were achieved.
- Summarise completed deliverables.
- Compare planned and actual performance where possible.
- Highlight lessons learned.
- Include any outstanding actions in a table with:
 - Action
 - Owner
 - Due Date
 - Status
- Finish with final approval and project closure details.



Return only the completed Project Closure Report.

Example

INPUT

Project Name: Customer Portal Upgrade

Project Duration: January–June

Objectives:

- Improve customer experience.
- Reduce support enquiries.
- Increase online self-service.

Deliverables:

- New customer portal
- Knowledge base
- Secure login system

Schedule Performance: Completed on time.

Budget Summary: Within budget.

EXPECTED OUTPUT

Project Closure Report

Executive Summary

The Customer Portal Upgrade project has been successfully completed. All major objectives were achieved, the project was delivered on schedule and within budget, and the new platform has improved the customer experience.

Project Objectives — see table below

OBJECTIVE	STATUS
Improve customer experience	✓ Achieved
Reduce support enquiries	✓ Achieved
Increase online self-service	✓ Achieved

DELIVERABLES COMPLETED

- Customer portal launched successfully.



- Online knowledge base published.
- Secure authentication implemented.
- User acceptance testing completed.

PERFORMANCE SUMMARY

- Schedule: Delivered on time.
- Budget: Completed within the approved budget.
- Quality: All acceptance criteria met.

LESSONS LEARNED

- Involve users earlier during testing.
- Schedule additional time for data migration.
- Weekly stakeholder updates improved communication.

OUTSTANDING ACTIONS

See table below

ACTION	OWNER	DUE DATE	STATUS
Archive project documentation	Project Manager	30 June	Open
Transfer ownership to Support Team	Operations Manager	30 June	Open

FINAL APPROVAL

Project Sponsor: Jane Smith

Project Status: ☒ Closed

Closure Date: 30 June

 **Builder's Tip:** *A project isn't truly complete until it's formally closed. A Project Closure Report creates a permanent record of achievements, captures valuable lessons, and provides a clear handover for ongoing operational support.*

Related Prompts

- WO-021 – Write a Professional Business Report



- WO-026 – Create a Risk Assessment Summary
- WO-027 – Write a Lessons Learned Report
- WO-029 – Write a Business Case

Tags

PROJECT
CLOSURE

PROJECT
MGMT

REPORTING

DOCUMENTATION

BUSINESS