



Closure Report Template

PROJECT CLOSURE REPORT

Project Number		Title	
		Project Manager	
Brief Description			
Partners			
Prepared by		Date	

1. Objectives Achievement					
Objective	Description	KPI	Initial Target	Achieved	Remarks
1					
2					

2. Results Achievement					
Result	Description	KPI	Initial Target	Achieved	Remarks
1		a			
		b			
2		a			
		b			



3. Project Activities				
Result	Activity Description	Initial End Date	Carried out in accordance with the work plan? (Y/N)	Explanations for Deviations from Work Plan
1	1.1 < enter activity >			
	1.2 < enter activity >			
	1.3 < enter activity >			
	...			
2	2.1 < enter activity >			
	2.2 < enter activity >			
	2.3 < enter activity >			
	...			
3	3.1 < enter activity >			
	3.2 < enter activity >			
	3.3 < enter activity >			
	...			

4. Financial Status		
Main Questions	Response	Explanations
Project cash contributions received as planned? (Y/N/Not applicable)		
The level of expenditure is at the expected level? Percentage (%)		
Any funds remaining unused? Amount		

NB :Financial Situation (FinSit) attached



5. Lessons learned	
Description	Recommendation

6. Attached Documents	
No.	Title



7. Decision

<Partner> and ITU agree to close this Project.

ITU will submit the final financial situation of the Project.

The Project's remaining balance which will be reflected in the final financial situation will be:

☐

Transferred to other BDT projects

☐

.....

☐

Reimbursed to:

Account Number:

Account Name:

Bank:

SWIFT Code:

For the

Signature

Date

Name/Title

_____/____/____

_____/____/____