**Lesson Learnt Report**

**10 January 2023**

**Project Name** : Fire Detection System

**Project Sponsor** : Professor Burhanuddin bin Mohd Aboobaider

**Project Manager** : Kaw Zi Jian

**Final Budget** : RM 206,251

1. Did the project meet scope, time and cost goals?

We did succeed in meeting the scope and time objectives, but we had to ask for an extra RM 15,000, which the sponsor graciously granted. By having more people than anticipated enrol in training courses, especially the online ones, we exceeded scope goals.

1. What was the success criteria listed in the project in the scope statement?

The project's scope and success criteria were outlined in the following statement: “According to our sponsor, the project will be considered a success if all of the new training courses are made available within a year, the average course evaluation score is at least 3.0 on a scale of 1 to 5, and the company recovers the project's costs through lower training costs within two years of the project's conclusion.”

1. Reflect on whether you meet the project success criteria.

Within a year, all of the new training courses were made available, and they received an average rating of 3.4 out of 5.0. If the project's costs are recovered within the anticipated two years is unknown. We are convinced that the cost will be recovered in less than two years because the Web-based training is more cost-effective than the instructor-led training.

1. What were the main lessons your team learnt from this project?

The following were some of the key lessons discovered:

* Effective communication was essential to the project's success. For stakeholder communications, we had a dedicated item in the WBS, which was crucial. We made a huge transition from traditional training to largely Web-based training, so effective communication was essential.