

**LESSONS-LEARNED REPORT**  
**30 DECEMBER 2022**

**Project Name:** Handwritten Recognition Project  
**Project Sponsor:** Dato Sri Idzhan Khalid Bin Abu Bakar  
**Project Manager:** Lai Kah Heng  
**Project Dates:** 11/10/2022 – 10/1/2023  
**Final Budget:** RM 10 000

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

Yes, the project meets both the project and product scopes as discussed in the proposal. We also manage to get the project done within the given time and budget.

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

The project is considered successful if we meet both the project and product scopes. The following success criteria are listed in the project scope:

- i) The project scope for this project is the set of requirements for developing the project, which must consist of Neural Network and Python programming domains.
- ii) The product scope includes the ability to finish a handwritten recognition system that is able to detect the characters or words successfully and accurately.
- iii) No additional cost or budget is needed for the project.

**c. Reflect on whether or not you met the project success criteria.**

Since none of us are experts in Neural Network and Python programming, it will at least take a month to learn and become familiar with the domain. We are aware that taking the course may jeopardise our ability to complete the project on time. However, we are able to complete the Neural Network and Python programming course on time. The only thing we were bothered by was that we were rushing to finish the course and start the project. We completed the system exactly as planned during the planning stage. Fortunately, we have won the customer's satisfaction. Besides, the project was able to be completed within the estimated time and budget.

**d. What were the main lessons your team learned from this project?**

The most important lesson our team learned from this project is how teamwork plays the most important role in ensuring that the project deliverables, scope, and goals are achieved. Next, communication is the key to making sure that the project is progressing in the right direction. If the team is unresponsive and not discussing things together, it can ruin the final product or the project might fail. We also learned that the Gantt chart is the essential document for the team members to follow so that the project can be completed within the estimated time in order to fulfil the project's scope.