

Lessons-Learned Report

Date

Project Name: Event booking system for UOW
Project Sponsor: UOW
Project Manager: Zhi Kai
Project Dates: 3rd October 2019 – 10th November 2019
Final Budget: \$89960

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

The project met the scope and cost goal with additional feature implemented.

Due to the change request, the timeline became abit tight, but we manage to meet the time goal.

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

The success criteria of the project scope statement is for the project to meet its objectives within schedule, budget and scope.

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

The project was completed within the scope, time and cost goals. Therefore, according to the project scope statement, we have met the project success criteria.

4. What were the main lessons I learned from this project?

In this project, I have the opportunity to take up two roles.

The first role was a programmer. As a programmer, I learnt that communication and information flow play a very important part in a project. The program is being split into different parts and tasked to different programmer. If information did not flow properly or respective programmer misunderstood the parts they are tasked to do, we would need to spend additional time editing the codes and delay the overall project schedule.

The second role was the deputy manager. As a deputy manager, I learnt that it is important to get to know each of the member's strength and working style. After knowing the working style and strength of each member, we can more efficiently assign the tasks. I also learnt that it is important to periodically check on the task assigned to respective members. By checking on the task periodically, we can ensure that the members are on the right track.

Overall, I learnt that it is important to have time buffer and back up plans in case of unforeseen circumstances.

5. Describe one example of what went right on this project.

As a programmer, I work closely with the tech manager to ensure that the program was completed within the scope and requirement stated. Although the tech manager faced some difficulties combining the codes, after communicating with each other, we have better understanding of each other coding style which enable the process to be smoother.

6. Describe one example of what went wrong on this project.

As it was not the first time some of us had worked together, we went ahead with the same approach whereby we would each focus on the task assigned to us and combine them once we have completed them. We missed out that some member might have different working style and would need more supervision. This resulted in us needing to create and re-edit the documents near the deadline of the project.

7. What will you do differently on the next project based on your experience working on this project?

For the next project, I will ensure that during every meeting, every team member would update on their progress and upon the completion of each task, at least one member would check through the task to ensure that it was completed within the requirement.