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?

   Project was able to meet the scope with addition features to improve the program.

   Time was limited but our team were able to complete the task with additional working hours covered by buffer.

   We managed to save some amount of cost on the number of working hours the team has to work.

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

   Project to meet its objectives within schedule, budget and scope.

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

   Project was successfully delivered as to what the project success criteria has stated in the scope

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

   Given the opportunity to perform the role as a project manager for the first time was a big learning curve for me. It made me realized the importance of leading the team in a correct manner. There are plenty of pointers to take note and look out for in order to lead the team and to meet the requirements of the project. Some of the biggest concerns were if the tasks were being completed in a timely manner and to allocate the right tasks to the right people in order to ensure the success of the group as well as the completion of the assigned tasks. I have to ensure that the members are committed to their individual roles in order for the project to perform well.

   I learned that being a project manager I have to be actively involved with my team in order to ensure tasks are done within the schedule and to communicate with my team to let them know I am with them every step of the way. By doing this, I am able to build trust with my members and it gives me the whole picture of where the project is heading.

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

   I tend to measure my goals in milestone in MS project and establishes a start and finish time for my team in order to create a physical timeline that creates clarity for my members to know when to start on their task and when their task is supposed to be completed. Therefore, in order to ensure project is moving on the right track and keeping everyone informed, progress meetings were held often to ask how different tasks are coming along and to provide guidance on any difficulties the members face.

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

   Time management could have been better to create the best test case scenario

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

   Of future projects, I will list down the goal and priorities of each day and evaluate them frequently in order to pay extra attention to the tasks required to be completed. In addition, I will monitor the project schedule closely with the help of MS project. Lastly, I will pay more attention in reviewing the task done by each member to ensure it is the expected requirement.