Lessons-Learned Report
Date

Project Name: Event booking system for UOW **Project Sponsor:**   CIO of UOW **Project Manager:**   Neo Zhi Kai **Project Dates:** 8 November 2019 **Final Budget:** $89960 **By:**   Ng Ming Yao

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

   We are able to meet the project scope and with additional features apart from the primary task given. Although the time was limited but we are able to complete the task given with additional working hours covered by buffer. We are able to save some cost due to the working hour buffer.

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

   The criteria are project to meet 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 project scope.

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

   Given the opportunities to be in the team of this project, the first problem that I faced was to get to know all the members. I came to understand that it is very important to know all the members and most importantly the strength and weakness of everyone. This will ensure that the project can run smoothly with everyone doing what's most suitable for them and at the same time we are able to help each other with what we are not strong in.

   As the project proceed, the project manager had given me the opportunities to be the head of tech team, I learned how to delicate jobs evenly to all the members and monitor their progress from time to time. I also have to reassign job so that everyone can complete their work on time. It was not east too when it comes to combining all the codes and make it work as everyone have different coding style.

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

    I try my best to keep my work within the scheduled time, thus I was able to complete my job scope without having to rush at the very last minute.

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

    Some of the project teammates was not able to produce their work within our acceptance standard thus it was a bit hustle when we have to help the other teammates to edit their work at nearly the end of the project.

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

    I will try to make sure that everyone in the group are clear of what my expectation is and check on everyone's progress from time to time.