

Project Closing

1. Acceptance/project Completion Form Sign-Off

CUSTOMER ACCEPTANCE/PROJECT COMPLETION FORM

9 JANUARY 2022

Project Name: Smart Attendance System

Project Manager: Muhammad Iqbal Bin Mohamad Yunus

Name	Title	Signature	Date
Prof. Madya Dato` Akmal	Dean of Faculty Information Technology and Communication	<i>Akmal</i>	January 10, 2022
Prof. Zamri	Lecturer	<i>Zamri</i>	January 10, 2022

1) Was this project completed to your satisfaction?

Yes	✓
No	

2) Please provide the main reasons for your satisfaction or dissatisfaction with this project.

My expectations were met and exceeded with this project. I have never seen students so enthusiastic about training courses in my ten years at this university. All of the people that worked on this project were well-coordinated by Iqbal. We dealt with a number of new vendors, and everything went off without a hitch.

3) Please provide suggestion on how our organization could improve its project delivery capability in the future.

One suggestion is that we work on improving our forecasting and estimation skills. Even with a reserve included in, the project expenditures were significantly over budget. The project didn't complete late because of the timetable buffer. Even though it was a pleasant surprise, it was still poor forecasting, which resulted in additional work for project and support workers. More staff can have more ways to distribute the work efficiently.

Thank you for your input.

2. Lessons Learned Document

LESSON-LEARNED REPORT

9 JANUARY 2022

Project Name: Smart Attendance System

Project Sponsor: Zamri Sdn. Bhd.

Project Manager: Muhammad Iqbal Bin Mohamad Yunus

Project Dates: 1 September 2021 – 9 January 2022

Final Budget: 150,000

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

The project meets all the scope, time, and cost goals.

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

All deliverables of the project have been completed and delivered to the customer.

3. Reflect on whether you met the project success criteria.

The team itself believes that each success criteria was completed to generate the finest possible project solution since the project has extensive and detailed planning and proactive resolution.

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

Throughout the process, the entire team learned several lessons. To begin, regular meetings should be organised to ensure that everyone can attend so that everyone in the team is up to date on ideas, potential solutions, and deliverables. In addition, the team discovered the importance of being adaptable in the face of unforeseen circumstances. Because conflicts cannot always be expected, it is critical to be prepared for a variety of scenarios.

5. Describe what went right on this project

Meetings were constructive, resulting in deliverables being done in a timely manner, quickening up the project development process. Additionally, team members gave many ideas and solutions in order to develop the greatest potential answer.

6. Describe what went wrong on this project.

The implementation phase took a little longer than it had. That's because the procedure was delayed when an issue appeared, and the time available for implementation was insufficient.

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

Generally, the team should devote time to developing a clear communication strategy within each other. Remember that dealing with project issues successfully is difficult without adequate communication. Other than that, unrealistic deadlines must be addressed during the planning stage. Break down the project into small tasks and give each one enough time to determine a suitable schedule. Each estimate time should be based on the previous experience with similar, previously completed work.

CLOSE CONTRACT

Techcam Sdn. Bhd., Contract Closure Notice

9/1/2022

This letter serves as formal notice that the work for Zamri Sdn. Bhd. has been completed. Techcam Sdn Bhd. has developed a Smart Attendance System for students to take attendance.

The project manager, Muhammad Iqbal Bin Mohamad Yunus, has provided the following performance evaluation for the cooperation provided:

""We were very pleased with Zamri Sdn. Bhd. cooperation. The employees of Zamri Sdn. Bhd. have given their full cooperation and are eager to maintain good communication with Techcam Sdn. Bhd. so that the entire project can be completed quickly. We had a great time working with Techcam Sdn. Bhd. and are looking forward to our next project together."

By: Muhammad Iqbal Bin Mohamad Yunus, Project Manager, Techcam Sdn. Bhd.

Date: 9/1/2022