**Lessons-Learned Report**

Date **20 May 2021**

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| **Project Name: UOW Room Booking System Development**  **Project Sponsor:** Terence Chew  **Project Manager:** Limousine  **Project Dates: 12 April 2021 - 22 May 2021**  **Final Budget:**  $38500 |

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| 1. Did the project meet scope, time, and cost goals?  **The project successfully met the project scope, deadline and budget requirements.**  2. What was the success criteria listed in the project scope statement?  **Meeting the requirements given by the stakeholders, achieving project objectives and finishing the project within specified constraints (deadline and budget).**  3. Reflect on whether or not you met the project success criteria.  **All project requirements were met, and objectives reached. Additionally, the project was completed on time and without exceeding budget.**  4. What were the main lessons your team learned from this project?  **Teamwork: This project taught us how to work together on a deadline and how to handle unanticipated changes in project requirements. Individual team members had their own ideas, but we were able to communicate effectively and overcome obstacles in our way to achieve a shared goal.**  5. Describe one example of what went right on this project.  **All team members were understanding of and cooperative with each other which allowed us to quickly and efficiently complete the objectives.**  6. Describe one example of what went wrong on this project.  **A number of risks were not accounted for by the team.**  7. What will you do differently on the next project based on your experience working on this project?  **All documents should be sorted and identified early on.** |