**Lessons-Learned Report**

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| **Project Name: UOW Room Booking System Development**  **Project Sponsor:** Terrence Chow  **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?  **Yes, the project successfully implemented a program with all the requirements while finishing it before deadline and within budget.**  2. What was the success criteria listed in the project scope statement?  **Finish project within time, and cost goals as well as meeting the stakeholder’s requirement for the project.**  3. Reflect on whether or not you met the project success criteria.  **Program has successfully implemented all the functional requirements, is within the time and cost goals as well as successfully reform the UOW booking system.**  4. What were the main lessons your team learned from this project?  **Communications : Often times team members communicating on what should be worked on, what is wrong, and what is right makes all the difference in a project by having efficiently communicating we have learn that team member’s communication is a very important factor in determining whether a project is sucessful or not.**  5. Describe one example of what went right on this project.  **Project has a very well defined schedule and cost. Team is also very diligent in attending meetings.**  6. Describe one example of what went wrong on this project.  **As this is our first project, team had a hard time trying to identify risks.**  7. What will you do differently on the next project based on your experience working on this project?  **Identify program requirements, budget, risk early on in the project. List out files needed for the project early on. Have 2 meetings per week instead of one.** |