**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 our project did meet scope time and cost goals, even though there are sudden changes in the middle of the process.**  2. What was the success criteria listed in the project scope statement?  **Meet the criteria of the project requirements, finish the project within the scope, time and cost. And also adapt to any sudden situation.**  3. Reflect on whether or not you met the project success criteria.  **We did meet project objectives, we finished the project very on time, and completed the project within the budget provided. We already met the success criteria. In the middle of the project there are sudden changes made from CIO to increase the security of the program, we also finish the additional requirements without violating the time, cost and scope.**  4. What were the main lessons your team learned from this project?  **I think the main lesson in this project is to confirm and reconfirm any doubts. In order to not waste any time and any resources to recover from mistakes. Great communication is a must.**  5. Describe one example of what went right on this project.  **We did verify and doubts we have in the team, verify with the CIO, verify with the team. I think it went pretty correctly and we have no problem with it.**  6. Describe one example of what went wrong on this project.  **We don't have any major mistakes on this project. But coping with the sudden changes on the project scope can be quite problematic, luckily we made it.**  7. What will you do differently on the next project based on your experience working on this project?  **I will use the time resource very carefully since we have no issues with the time constraint. It can be better if we have an extra buffer on the time usage.** |
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