Lessons-Learned Report

**Date:** 19/5/2021

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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 |
| 1.     Did the project meet scope, time, and cost goals?  **Yes, the project has successfully met the scope of the program requirement, as well as the deadline and budget of the project.**  2.     What was the success criteria listed in the project scope statement?  **Meet the requirements of the stakeholder and also achieve the project objectives. Finish the project within the estimated cost and time.**  3.     Reflect on whether or not you met the project success criteria.  **The program prototype has successfully met the base requirements as well as the additional requirements from the project change request form. The project has also finished before the deadline and within the total budget of $38.5K.**  4.     What were the main lessons your team learned from this project?  **Responsibility : Each associate had tasks to do. When all members properly takes all the responsibility on this project, the project’s goals can be achieved with better ways**.  **Knowledge : In fact, before embarking on this project, there used to be a lot of worries in our group because we did not know much knowledge to develop this huge project. In spite of all these circumstances, there was no complaints among us. We pushed ourselves to learn and clarify doubts among us.**  5.     Describe one example of what went right on this project.  **As a team we were able to successfully identify and implement the requirements of the program early on in the project. At online meeting on creating required files, we were able to coordinate each member ideas and needs accordingly.**  6.     Describe one example of what went wrong on this project.  **It’s hard to identify a lot of risks in this project. But due to global pandemic conditions external exposures were absent yet we were able to maximize positive result for our project.**  7.     What will you do differently on the next project based on your experience working on this project?  **Team should’ve sort and identified the required document as early as possible.** |