**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 managed to meet all the project criteria with the deadline and budget requirements.**  2. What was the success criteria listed in the project scope statement?  **To meet the requirements given by the stakeholders while maintaining completion of other objectives and finish the project within estimated cost and time.**  3. Reflect on whether or not you met the project success criteria.  **The project met the success criteria, we managed to include all the basic requirements and adjust the prototype to some additional requirements from the project change request form within time limit and budget.**  4. What were the main lessons your team learned from this project?  **Communication: It is a crucial part of teamwork, we learned that it is necessary to ask questions every now and then to clarify our doubts with other members so we can work more efficiently and on the same track.**  **Responsibility: Each member is assigned to a particular task or role, we managed to finish our tasks in a given period of working time so it doesn’t slow down the whole project progression.**  5. Describe one example of what went right on this project.  **We managed to finish the objectives in each group meeting which makes it more efficient in time management.**  6. Describe one example of what went wrong on this project.  **Some miscommunications happened which led the team members not working on the same path. Hence, we wasted a bit of time to redo our tasks.**  7. What will you do differently on the next project based on your experience working on this project?  **We will communicate better to avoid misunderstandings about our group project concepts and ideas.** |
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