**Lessons-Learnt Report**

**Date: 17/5/2020**

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| Project Name: UOW room booking system  Project Sponsor: Mr Terence Chew  Project Manager: Junior Tantono  Project Dates: 17/5/2020  Final Budget: $8400 |
| 1. Did the project meet scope, time, and cost goals?   * Yes, the prototype was able to meet the scopes of the project * Yes, the project met the dateline. * Yes, the project was within the cost estimates with some surplus.   2. What was the success criteria listed in the project scope statement?   * Project runs within the proposed budget * Project is completed within deadline * Meets all requirements stated by the CIO * Users are able to easily navigate around the system and use its functions without requiring assistance   3. Reflect on whether or not you met the project success criteria.   * Project was completed within proposed budget * Project was completed before given deadline * All requirements by CIO was met * Our system is user-friendly and majority of users will not require assistance navigating it.   4. What were the main lessons your team learned from this project?   * Teamwork and communication is very important to the success of any projects.   5. Describe one example of what went right on this project.   * Every member was familiar with their roles and knew what was expected of them.   6. Describe one example of what went wrong on this project.   * None of the team members had experience with PHP which affected the integration of the database. * Communication among the programmers was lacking as different team members were responsible for different sets of codes and did the databases differently which affected the quality of the overall design.   7. What will you do differently on the next project based on your experience working on this project?   * Ensuring that every role is allocated to a suitable candidate and that every team member is on the right track in terms of knowing the success criterias of that specific project. * Spend more time getting to know each other’s strength and weaknesses better instead of diving straight to the project. |