Lessons-Learned Report

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| **Project Name:** UOW room booking system  **Project Sponsor:** Mr Terrence Chew  **Project Manager:** Junior Tantono  **Project Dates:** 1st April 2020 to 20th May 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.  1. 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  1. 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.  1. What were the main lessons your team learned from this project?  * Teamwork is important to ensure that everyone contributes equally to the project. * Communication is important to ensure the project progresses smoothly without unnecessary setbacks  1. Describe one example of what went right on this project.  * Project was completed on time with everyone on the team satisfied with the product outcome.  1. Describe one example of what went wrong on this project.  * Due to different programming skill levels of the team members, the amount of work delegated to each team member was unfortunately not evenly distributed. * Communication breakdown happened quite a few times which lead to unfortunate setbacks such as a different team member overriding the updated code with an old code they had saved, causing recoding to have to be done.  1. What will you do differently on the next project based on your experience working on this project?  * Find out more in-depth about the skill levels of each team member before deciding on the course of action to solving the problems and not just briefly talk about it. A statement that they have experience in something may range between being extremely proficient or have just started learning recently and a misjudged assessment on the overall team skills may mean additional work has to be done to cover for the other team members if the chosen approach does not match the team’s overall skill level. |
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