**Lessons-Learnt Report**

**Date: 18/5/2020**

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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 you learned from this project?   * Teamwork is important, we should communicate about what our strengths and weaknesses are to allow us to split tasks more efficiently.   5.      Describe one example of what went right on this project.   * We are able to work well with each other and back up each other on their weak points.   6.      Describe one example of what went wrong on this project.   * Multiple programmers were working on the same files, causing the files to have overlaps and we have to check with each other what changes were made to prevent overwriting each other’s codes.   7.      What will you do differently on the next project based on your experience working on this project?   * Make sure every team member is doing fine with their part, so that we can move forward with less delays. |