**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: 1/4/2020 – 19/4/2020  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 can 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 communications are the backbone of a successful project group, without it the entire group project could fail * Being the PM I was forced to be the one setting the dates for meetings and taking the initiative to get something done   5.      Describe one example of what went right on this project.   * I came in the course with knowledge of Biz management. from my previous degree and without prior knowledge to programming. Team was helpful by allowing us to be in charge of the documentation.   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 broke down among the team members. For instance, when I tried to schedule a meeting no one replied until I prompted them on the day and hour of the meeting itself. * Issues between the skill gap of the programmer which forced one to do way more compared to the others. For examples, implementations of new codes and editing of buggy codes.   7.      What will you do differently on the next project based on your experience working on this project?   * Try to be a better leader or communicator to the point where all the team members are comfortable to communicate casually. |