**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?   * I think we have learnt the importance of communication of project management and also the importance of diversity in skillsets.   5.      Describe one example of what went right on this project.   * We were able to allocate a role to each member that suits their skillset/experience so that none of the members were confused or unsure of what is expected of them.   6.      Describe one example of what went wrong on this project.   * Not every member in our group was experienced with programming and some members had no previous IT background.   7.      What will you do differently on the next project based on your experience working on this project?   * As far as possible I would ensure that there is some time buffer provided in cases of last-minute request or changes that has to be fulfilled. This ensures that we have enough time to complete all project requirements even if some of the requirements were to be added in the middle of the project timeframe. |