**Lessons-Learnt Report**

**Date:19/5/2020**

|  |
| --- |
| 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 met 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 the deadline * Project meets all requirements stated by the CIO * Users 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 were met * Our system is user-friendly, and majority of users do not require assistance navigating it.   4.      What were the main lessons your team learned from this project?   * The importance of time management to meet the project deadline. Through monitoring our activities in project schedule, we can make use of any buffer time whenever possible such as fast-tracking activities to be more efficient. Halfway through the project my team and I unexpectedly had a change request from the CIO. Since we had some buffer time left, we managed to include the new function request into our system. * Have a good sense of communication to ensure that everyone is on the same track. As the team was divided into two, one being the programming team and the other in charge of documentations, we provided updates on what each subdivided team has done so that the overall project flows and is in sync. Each team member made the effort to raise any issues faced anytime throughout and we worked together on how to tackle those issues. On top of that, we learned to cooperate well and considered everyone’s viewpoint to prevent any form of bias opinions.   5.      Describe one example of what went right on this project.     We were able to overcome issues faced as we addressed problems at the early stage, so it did not affect the project in the later part.  6.      Describe one example of what went wrong on this project.  Some team members and I have a lack of experience in programming which led to lower work productivity in completion of the system, so we depended solely on the programming team to fulfil the system design.  7.      What will you do differently on the next project based on your experience working on this project?  Set frequent meeting agendas and time limits for activities in advance to monitor tasks and be more prepared, as one will never know if there will be any change requests to fit in a project at the last minute. |