**Progress Report 3**

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| **Project Name**: UOW room booking system  **Team Member Name:** Decen Ng, Jing Jue Ching, Neo Kai Heng, Junior Tantono, Seri Dania Bte Abidin, Jing Xian Ching  **Date:** 17th May 2020  **Reporting Period:** 1st May 2020 to 17th May 2020 |
| **Work completed this reporting period:**   1. Project Change Request 2. Scope Statement V2 3. Risk Management V2 4. Project Charter V2 5. HR Plan V2 6. Cost Estimate V2 7. Cost Baseline V2 8. Lesson Learnt Report 9. Test Cases 10. Project Milestone Report |
| **Work to complete next reporting period:**  NIL |
| **What’s going well and why:**  The team was swift in deciding which project change to undertake so that no unnecessary time was wasted.  Every member was familiar with their roles and knew what was expected of them.  Communication has improved from Progress Report 2 period. |
| **What’s not going well and why:**  The change request was unexpected and we do not have the experience to deal with it. Thus, we have to rush the progress of the other tasks to make time to learn and implement the changes according to the change request. |
| **Suggestions/Issues:**  As far as possible, try to implement more time buffer in future projects, in case of last-minute project changes. |
| **Project changes** Implemented a new administration function change as requested by CIO |