

GROUP

Lessons-Learned Report

Date 15 November 2022

Project Name: Revamping of University of Wollongong room booking system

Project Sponsor: Chief Information Officer, Mr Terence Chew

Project Manager: Theophilus Yim Wai Onn

Project Dates: 5 October 2022 to 16 November 2022

Final Budget: \$29,080.00

1. Did the project meet scope, time, and cost goals?

The project has met the scope, time and cost goals. We used the SMART practice to achieve the relevant goals. SMART being specific, measurable, attainable, relevant, time-bound.

For instance, being specific in our goals would allow us to meet the objectives of our meeting. The project's progress can be measurable via Microsoft Project allowing objectives to be quantifiable. Goals could be easily attainable with realistic goals set during our meetings. Our objectives can be relevant to be in line with our scope, time, and cost goals. Being time-bound to have a defined timeframe and adhering to deadlines.

2. What was the success criteria listed in the project scope statement?

The success criteria listed was to be able to meet the budget suggested, the UOW room booking system being able to achieve what was given in the scope and completed within the given timeframe.

3. Reflect on whether or not you met the project success criteria.

The project was completed within the stipulated time frame given. It is capable of achieving what was requested of the team. An online room booking system was developed and programmed to phase out the physical booking system. It allows students to book a room of their choice whenever that room is available on the system. It also allows staff to create a room and put it up onto the system for booking. This would be able to remove the need for a physical booking system. The total budget requested was \$29,080.00 and the final cost was \$24,380.00 therefore the cost was within check.

4. What were the main lessons your team learned from this project?

We learned the value of teamwork by having everyone participate in this project both physically and virtually. By having physical group meetings regularly, our group was able to work closely while ensuring that all tasks were completed within the deadline. Good communication virtually within the team has also allowed us to provide latest updates on any project amendments.

5. Describe one example of what went right on this project.

Work was allocated well according to everyone's strength, considering the time constraint. The members' strengths, weaknesses and abilities were quickly identified to kick start the project allowing the allocation of tasks to be done smoothly with minimal troubles encountered by members.

6. Describe one example of what went wrong on this project.

We undervalued each other's skill set at the start. We assumed that no one knew how to programme a system properly. This caused us to not have an outline of the system to fill up the relevant documents. We managed to overcome this issue by having team bonding sessions such as lunch meetings to get to know each other more. Thus, allowing us to assign group members who have knowledge on programming to programme the system.

7. What will you do differently on the next project based on your experience working on this project?

With the experience we have acquired from this project, we will be able to carry forward the skills acquired such as being able to organise the documents required for the project properly. This can help with updating or changing the documents with ease and less errors when a change request is given.

We are able to make use of the templates that we have used from this project and the knowledge on how to utilise them towards future projects to streamline the various stages of the project

THEOPHILUS INDIVIDUAL

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1. Describe one example of what went right on this project.

Communication played a huge part in what went right in this project. During the first meeting, we were all very cold to each other and did not know each other's strengths and weaknesses. We then hosted lunch meetings the following week and bonded very well. Only then did we learn each other's strong points. We then implemented job rotation which broadened the skills of members with the exposure to different functional areas. This further boosted our communication skills as we had to check with each other frequently on how various jobs were done.

2. Describe one example of what went wrong on this project.

The job rotation brought about some difficulties to some of the members. Although the job rotation has brought benefits to both the members and the project, most of the members have only little background in programming. This resulted in some struggles faced by the various team members who took over the job related to programming.

3. What will you do differently on the next project based on your experience working on this project?

Firstly, prioritising tasks with a structured project schedule. This helps to ensure that I am always on track as there is a plan to follow. Secondly, making use of project management software such as Microsoft Project. Microsoft Project helped our team greatly due to the simplicity of it and the great amount of details it showed that was related to our project. Lastly, enhancing my communication skills. I feel that communication skills can always be improved and it helps to ensure team bonding and boost each other's morale.

DEBRA INDIVIDUAL

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1. Describe one example of what went right on this project.

There was a positive work environment within the group with good communication throughout the project. This made it easier for our group to keep track of the status of the task and clear any doubts we faced while working on the allocated task with constant updates in our group chat.

2. Describe one example of what went wrong on this project.

The limitations of Microsoft Project led to numerous versions of Microsoft Project files due to the inability to share the latest amendments simultaneously. To ensure that the tasks are completed on time, constant updates and checks were necessary on our group's progress report due to constant changes in the timelines.

3. What will you do differently on the next project based on your experience working on this project?

Given my experience working on this project, I would take the initiative to self-learn some programming skills in my free time with the intent to contribute and support my teammates should there be any roles/tasks that require programming in future projects.

JASMINE INDIVIDUAL

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1. Describe one example of what went right on this project.

Both sides of the team were constantly updated. Despite job rotations, everyone contributed their work based on their abilities and completed their respective tasks, programming and templates on time.

2. Describe one example of what went wrong on this project.

Some doubts arise from unclear instructions at the start of the project, resulting in changes and incorrect templates that must be revised later. On the technical side, we resolved any challenges that arose by googling for resources, despite the fact that we do not have experience in front-end development. For instance, while developing the program's front end, I encountered problems running it as a certain part of the server was corrupted. As a result, I had to send the code to the other member to be implemented and tested in the other member program.

3. What will you do differently on the next project based on your experience working on this project?

Through this project experience, despite having little programming knowledge, I would take the initiative to self-learn more about programming, whether front and back end or pseudocode, to improve myself during my free time. Not only that, but constructing a simple project timeline in Excel at the start helps with project flow and error reduction. Even though we kept the flow going, this method is still preferable to improve so that we will not lose track of the deadline that is given to us to be approved or completed.

Tsun Hong Individual Lessons-Learned Report Date 15 November 2022

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1. Describe one example of what went right on this project.

During the period of this project, we were able to communicate with each other smoothly and this has helped with the progression of the reports and information being passed on. This also allowed us to update the necessary documents with the correct data. In addition, it helped us to understand each other's strengths and weaknesses better, allowing us to allocate work based on where we are capable of providing the best work outcome.

2. Describe one example of what went wrong on this project.

Initially, there were issues faced with updating the cost baseline and estimate. I felt that I was not entirely sure of which had to be updated weekly or once after the acceptance of the project charter. This caused an issue with me not being able to reference correctly to the MS project values. However, after clarifying with my project mates and the lecturer, I managed to update it with the correct values.

3. What will you do differently on the next project based on your experience working on this project?

I felt that for subsequent projects, I would want to start off with organising all the relevant documents properly. This would really help with distributing and allocating work to each project mate with less confusion and errors. Furthermore, communication between the project mates can always be done differently. There will always be a better form of passing on information more effectively as it varies on each individual on how they understand it. Thus, having alternative team bonding ideas during the starting phase of the project will help to understand each other better.

HAU BIN HUI INDIVIDUAL

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1. Describe one example of what went right on this project.

The technology stack utilised in the project was correctly chosen based on both the project scope and our ambitions as it allowed us to not only meet all the requirements listed in the project scope, but also go above and beyond and deploy our web app functionally.

2. Describe one example of what went wrong on this project.

As more templates and tasks were introduced and had to be completed it became hard to keep track of them as we did not have a formal and structured way to keep track of the to-dos until it threatened to overwhelm us. When a formal way of keeping track of these tasks was established, the project progress became smoother as the group was collectively confident that we were not allowing any task slip through the cracks, and they are all assigned to someone.

3. What will you do differently on the next project based on your experience working on this project?

Employ the use of more collaborative work software from the start. Such software includes establishing a synchronised calendar to easily disseminate events and schedule changes and software like Trello to have a centralised to-do list and easily monitor progress instead of using WhatsApp for the above-mentioned purposes which was easily buried in other messages.

On the technical side, I would use a NoSQL database system in the future on a project with similar scope as almost all value input validation was done on Python, the relational aspect of SQLite3 was under-utilised.

DOMINIC CHUA INDIVIDUAL

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1. Describe one example of what went right on this project.

I Managed to complete my work before schedule and had enough time to edit my work if it was needed. Another thing was that our group didn't have any conflict and was able to complete our work smoothly.

2. Describe one example of what went wrong on this project.

I spent too much time editing the video, I should have recorded the audio after editing the video, as I had to trim many parts of the video to keep it within the time limit resulting in the audio and video not being sync and had to spend extra time editing the audio.

3. What will you do differently on the next project based on your experience working on this project?

To have some background in programming and taking more initiative to learn how to program so i can help my group mates. Another thing is that knowing that i will be incharge of the video, i should have started learning and downloading software to make the explainer videos earlier so that i will have experience in the software and will be able to complete it faster without much obstacles faced