

EXEMPLAR PAPER 2 – MEMORANDUM HANDOUT A



PROJECT LESSONS LEARNED DOCUMENT

Project: Project Ensuite Bathroom	System:
Project Manager: Sandy Shaw	Project Owner: Learner to insert any name.
Question:	Lessons learned Learners will insert their own responses to each question. Below are the examiner's 'answers'.
What did you enjoy most during the project? Why?	I enjoyed the fact that the client allowed us some autonomy when choosing the final design of the layout of the bathroom, I enjoyed using my creative side.
What did you find frustrating during the project? Why?	Because of a significant increase in imported building materials cost due to the Covid Pandemic Best Bathrooms overspent by R5000.00.
What was successful?	The design and implementation of the bathroom all ran smoothly, with no major risks or issues.
What was not achieved?	We did not meet the budget because of a significant increase in imported building materials cost due to the Covid Pandemic Best Bathrooms overspent by R5000.00.
If you were to work on another project team, what one thing would you make sure was in place?	I would source materials from local suppliers.
What could have been done differently?	Source tiles from local suppliers who can make good on their promised delivery date and no price hikes. Have alternate suppliers on hand in the case of any supplier not delivering on time.