

A New Project

You are very new to the company and your supervisor has given you a new project. This communication was done over Slack and your supervisor gave you some general instruction for the project but you still had a lot of questions/confusions about the project. Your supervisor was expecting you to finish this project by Wednesday the following week but you haven't really made that much progress on the project yet, due to other projects you were working on and because your supervisor is known to be extremely busy and you felt shy asking for some time to go over the project.

Please answer the following questions:

- 1. What went wrong with this scenario?**
- 2. What could you have done to improve this situation?**
- 3. What would you do to rectify this situation?**

If you could have gone back in time to a week before (when the supervisor first gave you that project and you had some uncertainties/questions back then), draft what that email communication would have looked like.

What went wrong was that there was a lack of communication. There was a confusion yet it was never voiced to the supervisor. People don't have psionic mind reading abilities, so I think, if after double-checking all information I would send an email. I will give the gist of what I understood, and then proceed to ask specific questions about the new project.

To rectify this, I think I would still email the supervisor. I would not say that it's been a week since I've been confused, but perhaps I'll just say that I would like to confirm what the project is about, and if they would like me to do the other projects as well.

If I could have gone back in time, the email I would send would be something like:

"Hi Supervisor,

I would like to ask about the new project you have given me, <project name>. From what I understood, < explain how I understood the instructions > but I am still a bit confused on certain things. I would like to ask < questions >.

I would also like to confirm if I should continue working on the other projects: < other projects' names >. Please advise me. Thank you in advance.

Sincerely,

Mikhail Joseph Agudo