Mikhail Joseph T. Agudo

Power Outage

1. **What communication would you send out to your project manager/supervisor? Would you send this after the power comes back or would you send this communication before the power comes back? How many hours after the power outage would you send this email?**

Assuming I work in a regular office, I would give this about an hour. Sometimes power outages only take a couple of minutes, so it seems like a waste of time to immediately tell the supervisor about it. I think an hour without electricity disrupts work just long enough, so it would be worth notifying my supervisor.

If there are subsequent outages in the same day, I might wait until the end of the day to notify about the power outages; in the mean time I'll try to work as much as I can if at all possible.

My email might go something along these words:

> "Hi Supervisor,
>
> I would like to notify you about my current circumstances. I have had several power outages today and it was enough to disrupt my work. I did all I can to finish my tasks, but not having access to the internet does delay me at times. I'll extend my work time in the next couple of days to make up for it, unless you would like to advise me differently? Thank you for reading this, and hope you have a good day.
>
> Sincerely,
>
> Mikhail Joseph Agudo"

2. **Say you were mentoring someone else in the Village and this person failed to send any type of communication back to the supervisor/team till Monday morning. What advice would you give this person?**

I might set up a quick meeting with them at the end of the day, about 15 minutes should be ample time. I'll ask if there was anything that happened over the weekend, to try and get some context if there are any. Then I'll mention that they should at least spend about 10 seconds to 1 minute sending back a simple message saying that they received the supervisor's message. I think anyone should be capable of at least that. This lets the supervisor know that things are good on your end and has received the message.

3. **How would you make up for the lack of progress and the lack of hours you've put into the project? How would you communicate this to the supervisor? Or would you just assume that it's okay not to make up for these hours as it's already Saturday your time?**

I'll extend my work time, and also work extra on the weekends. If I lacked hours, it might be because of poor time management or because of some extraneous variable. If I fail, I'll accept it and the consequences along with it; and if asked I will mention everything that affected my lack of hours.

4. **If you missed any important deadlines for the project due to this, how would you make up to your supervisor/team for this lack of progress? How would you communicate this?**

I think I'd work more than usual, extend maybe an extra hour every day. I'll apologize to the supervisor about what happened. When asked, I'll explain what I think may have caused me missing my deadlines.

Then I'll also send an email, something like this:

"Hi Supervisor,

I have messed up. < explain what happened, step by step in a summarized manner >. I will work extra to make up for this, but I'd also like to know how you would like me to do this? I'll do my utmost best, and next time I will also do better so something like this won't happen again.

Sincerely,

Mikhail Agudo