

## Project Deadline Passed

**A supervisor has given you a project and asked you when you think you can have the project completed. You answered next Wednesday. You've worked hard during your usual 40 hours/week and next Wednesday has come but you have not quite finished your project yet. Wednesday comes around and your supervisor has seemed to have forgotten about this project and have not followed up with you yet on this project. It's now Friday, and your supervisor still hasn't asked you anything about this project!**

**Please answer the following questions:**

- 1. What went wrong with these situations?**
- 2. How could you have handled this situation better?**
- 3. If you were to go back on time, when would you go back to and what email communication would you send and why?**
- 4. Who was ultimately responsible for this project being completed? Who should have followed up first? The supervisor or you?**

**If you could go back to Friday the previous week (before the project was due), what would you do differently? Draft an email communication to your project manager.**

**If you could go back to Tuesday (the day before the deadline), and assuming you've done absolutely your best to finish the project but just weren't able to, what email would you draft to the communication to your project manager? Draft that email now.**

There were no updates with the supervisor. The employee has not even tried to update, even after the deadline, which seems dishonest to me.

I would try to update at least once a week, and then when I miss the deadline, I'll send an email regarding what happened and how I failed. Then say something like "I am still working on the project, and I would also like to know how I can make up for my mistake. I am very sorry that this happened. Next time I will manage my time better and also set expectations for myself much better."

I was ultimately responsible as I was the one working on it, and was also the one who promised I could deliver on Wednesday. I should also be the one to follow up, because it's my duty to let them know how things are going along.

If I could go back to Friday, I would say something like:

"Hi Supervisor,

I've been working on the project I was given, and here are some details on what happened. < details on the progress so far >. Have a good day.

Sincerely,

Mikhail Agudo

If I were to go back to Tuesday, I'd send an email like:

“Hi Supervisor,

I have been working on the project you gave me last week. I have done my utmost to finish it, but I'm afraid I am still behind schedule. I don't think I'll be able to finish tomorrow. I did manage to make decent progress, here's the summary of what's been going on so far: < summary of details of the project >

I would like to make up for my mistake somehow, if there are any additional tasks that I may be able to do after I am done with this project; and also request an extension of the deadline to < realistic deadline >.

Sincerely,

Mikhail Agudo