

## **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?

I have failed to ask a lot of questions regarding the new project and did not ask the supervisor if what project to prioritize first.

2. What could you have done to improve this situation?

I would just ask the supervisor for an extension because of not having really made that much progress on the project yet due to other projects that I am working on.

3. What would you do to rectify this situation?

Upon receiving the new project, I should have already asked the supervisor a lot of questions about the new project and if this will be prioritized first over to the project that I am currently working on for me to avoid confusion in what project to be made first.

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.

*To Supervisor,*

*I have received instructions about the new project that I am assigned to work on but I would just want to ask if this will be prioritized first over to the project that I am currently working on?*

*I need some guidance about this.*

*Respectfully,  
Evangel Daping*