

## **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?

I did not tell about the progress of the project to my supervisor and I just waiting for him/her to ask me about it without telling him immediately about it.

2. How could you have handled this situation better?

I could have handled this situation better by trying to tell to the supervisor that I have not finished yet with the project due last Wednesday and I could just ask for guidance or extensions regarding the project.

3. If you were to go back on time, when would you go back to and what email communication would you send and why?

I would like to go back to the day when my supervisor has given the project to me and tell that I will probably be finished by the end of next week.

4. Who was ultimately responsible for this project being completed? Who should have followed up first? The supervisor or you?

I was ultimately responsible for the project and I should follow up first and not my supervisor.

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.

*To Supervisor,*

*Hello, I just want to update you regarding the progress of the project and it is pretty awesome but I just want to ask for an extension for the deadline probably until the end of next week because I think I needed more time to finish it?*

*Thank you.*

*Respectfully,  
Evangel Daping*

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.

*To Supervisor,*

*Hello, I just want to update you regarding the progress of the project and it is pretty awesome.*

*I apologize for it is kind of late to ask for an extension right now because the deadline is already tomorrow and I can not make it and I am asking for more days of possible extension just to finish and finalize the project.*

*Thank you.*

*Respectfully,  
Evangel Daping*