POWER OUTAGE

You had a sudden power outage for a whole day! You were working on an important project and you were not able to make the progress you needed for the day. You were also not able to put in the hours for the project. The power outage happens on your Friday and only by Saturday morning, you're able to have power back. You had lots of things planned for Saturday and Sunday and you were looking forward to having this weekend off to spend time with your friends and family. Plus, you're feeling a bit sick and were thinking of using your Monday as a sick leave anyway.

Please answer the following questions:

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?

         I would notify my manager/supervisor in less than an hour after
 the power comes back by Saturday morning.

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?

         As part of mentoring someone else in the Village, I advise this person that he/she must apologize and give valid reason/s to the supervisor/team for failing to send any type of communication back and tell him/her to not do this again.

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 would make up by sending my supervisor with sample email like this:

To Supervisor,

Hello, I am a bit frustrated to not able to make the progress that I needed for the task yesterday and not put in the hours for the project due to a sudden power outage in my place for the whole day yesterday until just this morning. And I thought that I would just use my weekend to continue the task that I

am working on and be able to make further progress within the end of the week.

Morover, I am feeling a bit sick and were thinking of using my Monday as a sick leave anyway.

Respectfully,
Evangel Daping

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 would make up by sending my supervisor/team with sample email like this:

To Supervisor/Team,

Hello, I am a bit frustrated to not able to make the progress that I needed for
the task yesterday and not put in the hours for the project due to a sudden power outage
in my place for the whole day yesterday until just
this morning. I have missed important deadlines for the project due to this
and I apologized for failing to meet the deadline. I would just use my weekend to continue
the task that I am working on and be able to make further progress within
the end of the week.

Respectfully,
Evangel Daping