**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?

* What went wrong here is that you said that the project will be completed on Wednesday and you did not apologize for not completing it on the said date and did not even proactively updating the supervisor.

1. How could you have handled this situation better?

* I would’ve Email my supervisor for a weekly or daily update so that my supervisor will know if I am making any progress or having a problem doing my project

1. 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 give my updates to my supervisor and will be honest that I am having a hard time completing the project and would like to request a help or an extension

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

* I am the one should be responsible.

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

Good Day,

I would like to give you and update of what I have done so far these are:

* Update 1
* Update 2

I am doing the best I can to finish it within the deadline but, to be honest I am struggling in some of the tasks needed to be done and I would like to request help or an extension of the deadline. So that I can finish it in time.

Hoping to hear from you soon. Thank you

Regards,

Kharl Perry Camson

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 emails now.

Good Day,

First, I would like to apologize for not completing the project on the said date, I really did my best to finish the project on time but I really have a hard time dealing with the project. I would like to request for some Help or an extension of the deadline and allot my time in finishing this project.

Hoping for your kind consideration. Thank you.

Regards,

Kharl Perry Camson