**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!

1. What went wrong with these situations?
   1. **In this situations, working 40 hours/week is not enough, I over estimated the time that I expected to be completed on Wednesday.**
2. How could you have handled this situation better?
   1. E**ven though the supervisor have forgotten about the project I still need to update, an email with concise details about the project and the progress.**
3. If you were to go back on time, when would you go back to and what email communication would you send and why?
   1. **I will go back to the time when supervisor told when do I think I can completed the project. I want to give my supervisor an update where the project if fully completed by Wednesday.**
4. Who was ultimately responsible for this project being completed? Who should have followed up first? The supervisor or you?
   1. **I am solely responsible for the project because it was given to me by the supervisor, whenever there a problem or the project it completed I need to update the status of the project to the 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.

**Dear Project Manager,**

**Good day, I was observing the status of the project that will be due on Wednesday, there is a highly chance that it will not be completed on or before Wednesday. To be able for the project to be completed, I want to occupy my weekends to provide the necessary workings for the project so that it can be completed before the due date. I will send you an report email this weekend regarding the status of the project.**

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.

**Dear Project Manager,**

**Good day, I am very sorry for the project that was assigned to me because I did not finish on time even though I work on weekends just to finish the projects but still I did not make it. I did all I could just to finish the project. If you could give me another chance to prove myself once more, I could do much better than this, I will work harder than this.**