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You are very new in 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 for 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?

* The employee is not proactive enough when the project is given. The employee’s fault is not asking more details for the project. Also being shy will not do any good as it will make thing unproductive.

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

* I will probably ask for more details thru slack if there’s small details to be asked. If there’s a lot of things need to be discussed I will ask for a meeting and I will indicate what the meeting is all about.

3. What would you do to rectify this situation?

* First apologized to the supervisor for being not proactive and then ask for a meeting. Also, it looks like the deadline will not be met so ask for an extension of deadline after I understand complete what’s the project will look like, go extra mile because I am already late because of my mistakes.

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.

Hi (Supervisor), I’ve read the instruction and requirements of the project you sent over slack. I would like to ask what should be done in this part (Question), this part I am quite confused what will be the final output will be (Confused Part). Also, for the ongoing projects, how will this affect our existing deadline? Can you make adjustments based on our deadlines to our projects?

1. Project 1 – deadline Monday
2. Project 2 – deadline Tuesday
3. New project – proposed deadline Wednesday

Thank you very much.