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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?

- The project is not well planned.

- Employee didn’t followed up.

- Employee didn’t a lot extra time for the project.

2. How could you have handled this situation better?

- Plan the project well

- Follow up supervisors once a day

- Put extra time for the project even if the deadline is still far.

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

- Besides everyday update, I will update my supervisor around Monday because I think that’s the time to realize if the deadline will be met or not.

- Hi (Supervisors Name), about the project X, I did my best and put extra hours to meet the deadline but unfortunately the deadline might not meet. This is my fault for not planning accurately. This is only to inform you that there is possibility for the deadline to not meet, but I will assure you that I will do my best and put more extra time to finish the project. Thank you.

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

- The employee is the most responsible, the employee should follow up first, in short me/the employee should follow up first.

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.

- Hi (Supervisors Name), about the project X, I did my best and put extra hours to meet the deadline but unfortunately the deadline might not meet. This is my fault for not planning accurately. This is only to inform you that there is possibility for the deadline to not meet, but I will assure you that I will do my best and put more extra time to finish the project. I will work through this on the week end and I will give you an update on Monday. Thank you

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.

- Hi (Supervisors Name), about the project X, I did my best and put extra hours to meet the deadline but unfortunately the deadline will not be meet. I will assure you that I will do my best and put more extra time to finish the project. I will work through this evening until I finish it. See you on the meeting. Thank you