A New Project

You are very new to 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 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?

* Insufficient instruction. And the employee is too shy to ask additional clarification regarding the project. He should probably ask additional information about the project so that it will not become a problem later on. He could send a slack message for additional clarification.

1. What could you have done to improve this situation? Work on the urgent project.

* I would ask my boss for an assistance on how to manage the project that I’ve been working on, ask him what are the project that i need to move to less priority to give way on the urgent project

1. What would you do to rectify this situation?

* Email the supervisor let him know that I’ve been working on the other projects and tell the status of the other project. Describe the new project on how I understand it. Tell him what I am thinking of about the new project, ask him should I address it correctly? Let me know which one should be prioritized first.
* I would email the supervisor, let him know what projects that i am currently doing and update him with the status. Describe how I understand the new project, tell him what are my thoughts on the project, ask for assistance on what project should be placed at a higher priority level.

**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.**

**Sample Email:**

To: Mr. Michael,

Good day Mr. Michael, I just want to inform you about the current status of the projects that i am currently handling right now. Project C, which you’ve given me lately is about 40 % and currently in working progress so far. I have Project A and B currently in progress right now but project C seems to be urgent. I would like to ask for assistance whether I can put either project A or B to be on hold so that I can make room for project C. Is the idea good to you? Please let me know.

Sincerely,

Ivan Christian Jay Funcion