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?

* Wrong estimation on when the project should be completed, also the employee did not bother to send a daily or weekly report to his boss.

1. How could you have handled this situation better?

* I will give a better rough estimate, and try to add additional hours at work

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 will set the exact day where I can finish the project.
* I will go back to when the project has been given to me. I would use an email to message him about the project specification including the rough estimate when it should be finish.

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

* The employee, he should think thoroughly before giving an estimation on when the project should be completed, also the employees fault is not giving an update to his boss.

**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.**

**Sample Email:**

To: Mr. Michael,

Good day Mr. Michael, I just want to inform you about the current status of the project that you’ve given to me. Currently project Delta is currently 40% complete and still in working progress.

Below are the features that I’ve already accomplish:

* User dashboard
* User login
* Creating rest API
* Adding JWT in the authentication
* Replacing mongodb with postgreSQL as our database

Please let me know if you have any questions or if you have suggestions on the things that I've currently accomplished.

Sincerely,

Ivan Christian Jay Funcion