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Unpredicted Added Task

Story points are already estimated and you have already talked with your team regarding the tasks you should work on. Deadline is approaching and you think that you will make it in time with the pace you're going (working at least 50hrs/week). But a day before the deadline, you encounter a task that requires RnD and you have no idea how long this RnD will take you.

1. How will you communicate this with your team?

I wanted to bring to your attention an unexpected development that has arisen and may impact our project timeline.

I came across a task that requires Research and Development (R&D), and at this moment, I don't have a precise estimate of how long it will take. The task wasn't part of our initial plan, and it demands additional attention to ensure its successful completion.

I understand that we've all been working diligently to meet the upcoming deadline, and I want to assure you that I'm committed to delivering on our original tasks. If any of you has expertise in the R&D area or can provide assistance in other tasks to alleviate the workload, your support would be greatly appreciated. I will continue to provide regular updates on my progress, and if there are any changes or adjustments needed, I will communicate those promptly.

Thank you for your understanding and collaboration. If you have any immediate thoughts or suggestions, feel free to reach out.

2. After the RnD, you found out it will take at least another day to finish the task. How will you say it to your team and your supervisor?

I hope this message finds you well. After conducting a thorough analysis, it appears that completing the R&D task will require an additional day. I understand the urgency of our project and the initial timeline we set, and I want to express my commitment to ensuring the task is completed accurately and efficiently.

The R&D task is now expected to be finalized at a later date. This additional time is necessary to guarantee the quality and precision of our work. I acknowledge that this may impact our overall project timeline. I am actively working on mitigating any potential ripple effects on other tasks, and I will provide a detailed plan to address the timeline adjustments in my next update. Any thoughts or ideas to shorten the R&D or any way to help complete the project on time is greatly appreciated.

For any concerns or questions, please don't hesitate to reach out. I will continue to keep you updated on my progress and any further adjustments to the project timeline.

3. If you are a team leader, what would be your response to this kind of situation?

Immediately inform the team and the supervisor about the situation and try to find solutions as fast as possible. Encourage everyone to come up with ideas and solutions together that will help the situation.

4. What do you think is the possible solution to make it to your deadline?

Check if there are existing resources, libraries, or tools that can expedite the R&D process. Seek assistance or collaboration from team members who may have expertise in the subject matter. Identify non-essential features or functionalities that can be postponed to a future iteration, allowing you to focus on delivering the core requirements within the deadline.