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### **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 has 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?**

First of all, you should not break your commitment. Working only 40 hours/week is not good enough. If you committed to finishing the project, you should put around at least 70-90 hours/week. You should be proactive and provide regular updates to the supervisor even when he did not ask.

**2. How could you have handled this situation better?**

Work at least 70-90 hours/week. Be proactive and send enough updates to the supervisor even when he did not ask. A more proactive approach to seeking guidance and providing updates can help avoid misunderstandings and ensure smoother project execution. It's crucial to maintain open communication, set clear expectations.

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

I hope this message finds you well. I wanted to provide you with an update on the Project that we discussed, as I am committed to ensuring its successful completion.

-update

-update

-update

**and why?**

Update the current status of the project and communicates that progress has been made. Reinforces the commitment to project success and quality.

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

I am the one responsible for this project being completed. I should always be the one to follow up first.

- 5. If you could go back to Friday the previous week (before the project was due), what would you do differently? Draft an email communication to your project manager.**

I trust you're doing well. I wanted to provide a quick update on the Project you gave to me that was due this Wednesday.

-update  
-update  
-update

I've made substantial progress in the project and I am working diligently to ensure that the project is finished on time.

- 6. 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 email now.**

I trust you're doing well. I wanted to provide a quick update on the Project you gave to me that was due this past Wednesday. While I've made substantial progress, a bit more time is needed to ensure the highest quality output.

I'm reaching out to discuss potential adjustments to the timeline or any support/resources that may be beneficial. Can we schedule a brief meeting as soon as possible to go over this in more detail?  
Thanks for your understanding.