



✓ **Congratulations! You passed!**
TO PASS 80% or higher

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Weekly challenge 4

LATEST SUBMISSION GRADE

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1. A data analytics team is working on a project to measure the success of a company's new financial strategy. The vice president of finance is most likely to be the ____.

1 / 1 point

- ☐ secondary stakeholder
- ☒ primary stakeholder
- ☐ analyst
- ☐ project manager

✓ **Correct**

The vice president of finance is most likely to be the primary stakeholder.

2. A data analyst is researching the buying behavior of people who shop at a company's retail store and those who might shop there in the future. During the analysis, it will be important to stay in communication with the team that most often interacts with these shoppers. What is the name of this team?

1 / 1 point

- ☐ Data science team
- ☒ Customer-facing team
- ☐ Executive team
- ☐ Project management team

✓ **Correct**

The customer-facing team includes anyone in an organization who interacts with customers or potential customers, such as the shoppers at a company's retail store.

3. To communicate clearly with stakeholders and team members, there are four key questions data analysts ask themselves. One of them is: What does my audience need to know? Identify the remaining three questions. Select all that apply.

1 / 1 point

- ☒ How can I communicate effectively to my audience?

✓ **Correct**

The four key questions data analysts ask themselves when communicating with stakeholders are: Who is my audience? What do they already know? What do they need to know? And how can I communicate effectively with them?

- ☒ Who is my audience?

✓ **Correct**

The four key questions data analysts ask themselves when communicating with stakeholders are: Who is my audience? What do they already know? What do they need to know? And how can I communicate effectively with them?

- ☐ Why are stakeholders and team members important?

- ☒ What does my audience already know?

✓ **Correct**

The four key questions data analysts ask themselves when communicating with stakeholders are: Who is my audience? What do they already know? What do they need to know? And how can I communicate effectively with them?

4. You receive an angry email from a colleague on the marketing team. The marketing colleague believes you have taken credit for their work. You do not believe this is true. Select the best course of action.

1 / 1 point

- ☐ Walk over to the marketing colleague's cubicle, and tell them you strongly disagree.
- ☐ Forward the email to the marketing director with an equally angry note.

- ☐ Delete the email. It's best not to create any additional conflict.
- ☒ Reply to the email, asking if they can schedule a time to talk about this in person in order to allow both of you to share your perspectives.

✓ **Correct**

You should reply to the email, asking if they can schedule a time to talk about this in person in order to allow both of you to share your perspectives. When people are feeling angry or emotional, it's best to wait until things calm down. Then, give everyone the opportunity to share their perspectives.

5. Data analysts focus on statistical significance to make sure they have enough data so that a few unusual responses don't skew results.

1 / 1 point

- ☐ True
- ☒ False

✓ **Correct**

Data analysts focus on sample size to make sure they have enough data so that a few unusual responses don't skew results.

6. Arriving at meetings prepared is an important part of creating a professional work environment. This involves which of the following actions? Select all that apply.

1 / 1 point

- ☒ Reading the meeting agenda ahead of time

✓ **Correct**

Arriving at meetings prepared involves reading the agenda ahead of time, bringing materials to take notes with, and considering what questions you may be asked so you're prepared to answer.

- ☒ Considering what questions you may be asked so you're prepared to answer

✓ **Correct**

Arriving at meetings prepared involves reading the agenda ahead of time, bringing materials to take notes with, and considering what questions you may be asked so you're prepared to answer.

- ☐ Bringing a laptop to keep an eye on emails

- ☒ Bringing materials to take notes with

✓ **Correct**

Arriving at meetings prepared involves reading the agenda ahead of time, bringing materials to take notes with, and considering what questions you may be asked so you're prepared to answer.

7. Which of the following steps are key to leading a professional online meeting? Select all that apply.

1 / 1 point

- ☒ Making sure your technology is working properly before starting the meeting

✓ **Correct**

When leading an online meeting, acting professionally involves encouraging others to contribute, testing technology beforehand, and eliminating distractions.

- ☐ Maintaining control of the meeting by keeping everyone else on mute.

- ☐ Keeping an eye on your inbox during the meeting in case of an important email

- ☒ Sitting in a quiet area that's free of distractions

✓ **Correct**

When leading an online meeting, acting professionally involves encouraging others to contribute, testing technology beforehand, and eliminating distractions.

8. Your data analytics team has been working on a project for a few weeks. You're almost done, when your supervisor suddenly changes the business task. Everyone has to start all over again. You announce to the team that you're going to say something to the supervisor about how unreasonable this is. What's the best next step?

1 / 1 point

- ☐ Insist that the entire data analytics team complain to your supervisor.
- ☐ Go see your supervisor face-to-face and tell them why you're so upset.
- ☒ Take a few minutes to calm down, then ask your colleagues to share their perspectives so you can work together to determine the best next step.

☐ Write a polite, but strongly worded email to your supervisor.

✓ **Correct**

The best next step is to take a few minutes to calm down, then ask your colleagues to share their perspectives so you can work together to determine the best next step.