✓ **Congratulations! You passed!**

Grade received 100%   To pass 80% or higher

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Weekly challenge 4

Latest Submission Grade 100%

1. A data analyst starts a new project for the operations team at their company. They take a few hours at the beginning of the project to identify their stakeholders. The secondary stakeholders are most likely which of the following people? Select all that apply.

`1 / 1 point`

☑ The project manager

✓ **Correct**
The secondary stakeholders are most likely the data analyst and the project manager.

☐ The president of the company

☐ The vice president of operations

☑ The data analyst

✓ **Correct**
The secondary stakeholders are most likely the data analyst and the project manager.

2. At an online marketplace, the _____ includes anyone in an organization who interacts with current or potential shoppers.

`1 / 1 point`

○ executive team

○ data science team

○ project management team

● customer-facing team

✓ **Correct**
At an online marketplace, the customer-facing team includes anyone in an organization who interacts with current or potential shoppers.

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`

☑ 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?

☑ 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?

☑ 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?

☐ Why are stakeholders and team members important?

4. 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.

5. A data analyst feels overworked. They often stay late to finish work, and have started missing deadlines. Their supervisor emails them another project to complete, and this causes the analyst even more stress. How should they handle this situation?

`1 / 1 point`

- ○ Respond immediately, letting the supervisor know the expectations at this company are unreasonable.
- ○ Walk into the supervisor's office and tell them to give the project to someone else.
- ○ Accept the new project right away and hope to not miss another deadline.
- ◉ Wait a few minutes to think it over, then respond with a meeting request to discuss this project and the general workload.

✓ **Correct**
They should wait a few minutes to think it over, then respond with a meeting request to discuss this project and the general workload. 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.

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 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.

- ☐ Bringing a laptop to keep an eye on emails

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

`1 / 1 point`

- ☑ 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.

- ☐ Keeping an eye on your inbox during the meeting in case of an important email
- ☐ Maintaining control of the meeting by keeping everyone else on mute.
- ☑ 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.

8. A team member has asked you to take on a task, and you don't understand the point of the project. It seems like it will be a waste of your time. The best course of action would be to politely explain your concerns and decline the project.

`1 / 1 point`

- ○ True
- ◉ False

✓ **Correct**
When you don't understand the full context of a request, ask questions about the project goal, its data story, and the big picture vision.