Your grade: 100%

Your latest: **100%** • Your highest: **100%** • To pass you need at least 80%. We keep your highest score.

Next item →

1. Fill in the blank: Stakeholders _____ when contributing to a project.   **1 / 1 point**

   ○ connect with customers

   ○ implement solutions

   ○ present data insights

   ● invest time and resources

   ⊘ **Correct**

2. What are some strategies to ensure you arrive at meetings prepared? Select all that apply.   **1 / 1 point**

   ☑ Consider what questions you may be asked so you are prepared to answer

   ⊘ **Correct**

   ☑ Bring materials to take notes with

   ⊘ **Correct**

   ☐ Bring a laptop to keep an eye on emails so you don't miss anything important

   ☑ Read the meeting agenda ahead of time

   ⊘ **Correct**

3. A data team prepares to share insights with stakeholders. To ensure they communicate clearly, they follow   `1 / 1 point`
    best practices. Together, they consider four questions, including: Who is our audience? Identify the remaining
    three questions they should ask. Select all that apply.

    ☑ How can I communicate effectively to my audience?

    > ⊘ **Correct**

    ☑ What does my audience already know?

    > ⊘ **Correct**

    ☑ What does my audience need to know?

    > ⊘ **Correct**

    ☐ Why are stakeholders important?

4. You accept a new project from a high level stakeholder. After beginning the project, you find that you aren't   `1 / 1 point`
    sure what you are supposed to do. How do you handle this?

    ○ Determine the objectives that make the most sense and work toward those.

    ○ Perform standard analysis and present insights you believe are helpful.

    ○ Ask a member of your team what was done on the last project and do the same.

    ◉ Set up a meeting with the stakeholder to discuss the specific objectives.

    > ⊘ **Correct**

5. You join an online meeting on time. After reviewing the agenda, you note that your project will be discussed at the very end. You are extremely busy and can use this time to stay on top of other projects. How should you proceed?

   1 / 1 point

   ○ Politely let the presenter know you're going to leave the meeting and rejoin toward the end.

   ○ Tell the participants that you are having technical trouble, then leave the meeting to continue working on other tasks.

   ○ Mute yourself and turn off the camera, then continue working on other tasks until your project is mentioned.

   ● Stay focused and attentive during the entire meeting. Even though some items on the agenda don't affect your projects, you could still learn something or have something to contribute.

   ⊘ **Correct**

6. A data analyst at a real estate firm investigates a surge in new home buyers. During the analysis, which team is most likely to offer helpful insight about the desires of these home buyers?

   1 / 1 point

   ○ Executive

   ○ Data science

   ○ Project management

   ● Customer-facing

   ⊘ **Correct**

7. A data analyst reframes a question. Then, they outline the problem, challenges, potential solutions, and timeframe. What goals are they trying to achieve? Select all that apply.

   1 / 1 point

7. A data analyst reframes a question. Then, they outline the problem, challenges, potential solutions, and timeframe. What goals are they trying to achieve? Select all that apply.   **1 / 1 point**

☑ Put the data in context

   ⊘ **Correct**

☐ Provide reports more quickly

☑ Communicate expectations

   ⊘ **Correct**

☑ Balance speed with accuracy

   ⊘ **Correct**

8. A data analytics team works on a project to measure the success of their company's new financial strategy. Who is most likely to be the primary stakeholder?   **1 / 1 point**

○ Analytics director

◉ Vice president of finance

○ Project manager

○ Data analyst

   ⊘ **Correct**