Activity Exemplar: Communicate with stakeholders in different roles

Here is a completed exemplar along with an explanation of how the exemplar fulfills the expectations for the activity.

Completed Exemplar

To review the exemplar for this course item, click the following link and select *Use Template*.

Link to exemplar: <u>Emails to different stakeholders</u> ⬈

OR

If you don't have a Google account, you can download the exemplar directly from the following attachment.

📎 **Activity Exemplar_ Emails to different stakeholders**
DOCX File

Assessment of Exemplar

Compare the exemplar to your completed activity. Review your work using each of the criteria in the exemplar. What did you do well? Where can you improve? Use your answers to these questions to guide you as you continue to progress through the course.

Note: *The exemplar represents one possible way to complete the emails. Yours will likely differ in certain ways. What's important is that your emails identify information that will assist each recipient in accomplishing their job responsibilities.*

Email #1, to the new data professional on the data team provides:

- Details about the data team's workflow. These details give the new data professional insight into how the agency's data team shares their results and invites feedback from internal stakeholders.
- Relevant information needed to adjust the accuracy of the wildfire project's machine learning model. Knowing the criteria the agency requires for the accuracy of the final model is an important detail for a data professional working to maintain the agency's predictive wildfire machine learning models.

Email #2, to the new writer for the agency's public relations department provides:

- Relevant information for an individual responsible for creating articles promoting fire safety efforts in national parks, such as how the machine learning model the data team developed improved the agency's ability to predict wildfires by 35% and that the results of the study have been referenced in numerous courses used to train fire fighters, park rangers, and national park employees.
- Direct, non-technical language that does not include unnecessary detail.

Both emails:

- Invite the stakeholder to ask follow-up questions. Questions are an opportunity to improve communication about your projects.

Mark as completed