








The data project workflow

Elements of communication

Communicate like a data professional

-  **Video:** Connect PACE with upcoming course themes  
3 min
-  **Reading:** The value of the PACE strategy document  
20 min
-  **Reading:** Communicate objectives with a project proposal  
20 min
-  **Reading:** Connect PACE with executive summaries  
20 min
-  **Practice Quiz:** Activity: Analyze a project proposal  
5 questions
-  **Discussion Prompt:** Recall a past project through PACE  
10 min
-  **Practice Quiz:** Test your knowledge: Communicate like a data professional  
2 questions

Review: Data applications and workflow

# The value of the PACE strategy document

You have learned about the PACE workflow and how it helps bring structure to the data analytical process. This reading introduces the PACE strategy document. It is a resource designed to assist you in this program and throughout your career as a data analytics professional.

## Why do I need the PACE strategy document?

The videos, readings, activities, and projects in this program are a foundation for advancing your data skills and knowledge. But, success in the data career space involves more than data analytical skills. Data professionals are often involved in organizational decision making. This requires them to communicate about data and the results of data analysis with a variety of stakeholders.

In the advanced data analysis program, you'll be introduced to different aspects of the field, which data analytics professionals encounter. Concepts and skills are arranged in a logical order and organized into courses that will prepare you for more advanced analytical tasks.

After each course, you'll be asked to develop an end-of-course project that demonstrates your mastery of expected data professional skills, such as your analytical and communication skills. To assist, you will receive an individual PACE strategy document for each of the course projects. Inside the PACE strategy documents, you'll find helpful tips and opportunities to reflect on what you have learned and consider how to apply it to your job as a data analytics professional. Additionally, your responses within these strategy documents will help you create executive summaries that will inform decision makers and stakeholders of a project's progress.

PACE strategy documents provide evidence of your expanded knowledge and can serve as a powerful motivator when acquiring new skills. Commitment to an educational program requires dedication and persistence. Your knowledge base and technical proficiency will be expanded through this journey. The gradual nature of personal growth makes it difficult to monitor day-to-day progress. Each PACE strategy document is designed to function as a record of your progress while developing new data analytical skills. The strategy documents will also help you improve communication skills by providing thoughtful questions designed to help identify and detail each step of your data analysis.

## A look at the PACE strategy document

You will find a PACE strategy document included with the end-of-course project for each course in this program. Even though these strategy documents were designed for the specific needs of a particular course, there are consistent elements in each of them.

### Instructions

In the "Instructions" section of the PACE strategy document, you will find general guidelines and special considerations for completing the document.

### Course project recap

In this section, the goals for each end-of-course project are outlined. By completing each task and the items needed for your projects, you will achieve these goals. No matter which workplace scenarios you select, the project goals will align with the knowledge you have gained in that course.

### Relevant interview questions

This section of the PACE strategy document builds context around your data tasks. The questions unlock a deeper understanding of data analytics, previewing the way you'll be able to speak after completing each course and its corresponding projects. During your job search, these questions can help you prepare for the types of questions you'll encounter during technical interviews.

### Review relevant course materials

In this section of the PACE strategy document you are given links to course materials you can review and reference as you complete each project. Links to relevant course materials provide you with quick access to relevant course information you need to complete your project.

### Reference guide

In the "Reference Guide," you can find an outline of tasks required to complete the end-of-course project and the stage of PACE that each task addresses. Additionally, you can refer to the material when you are on the job completing similar tasks and projects later in your career.

### Data project questions & considerations

The questions in this section are specific to different stages of the PACE workflow. These "Data Project Questions & Considerations" directly correspond to the questions you will encounter in the Jupyter notebooks for courses 2 - 6. The answers you give to these questions will help you map out your thought process through each stage of the project.

### PACE strategy documents and Jupyter notebooks

Each end-of-course project will also include a specially created Jupyter notebook containing helpful tips to assist you when programming project elements. Similar to the strategy documents, each notebook includes thought-provoking questions that will help guide you through the tasks of each end-of-course project. You find some questions appear in both locations, signifying relevance in both areas of the project. The information in these documents can be referenced together during the executing stages of each project to produce executive summaries to inform your team members and stakeholders.

### The benefits of the PACE strategy documents

Gathering content for a portfolio can be challenging without the proper resources. This is where preserving detailed records of your decision making may pay off. The more you consider the questions at each stage of a project, and preserve thoughtful responses, the more valuable these PACE strategy documents can be for your future. Each PACE strategy document offers you a wealth of content that you can use to create a cohesive and branded portfolio. By creating a collection of your thoughts and internal processes, you develop a valuable resource you can reference throughout your career.

### Key takeaways

The PACE strategy document will help you complete the end-of-course projects by providing you with questions that deepen your understanding of the data analysis process. PACE strategy documents offer valuable insight into your personal workflow and provide a source of information that enhances your resume, portfolio, and job interview preparation.

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