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Weekly challenge 4

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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 vice president of operations

☒ The project manager



Correct

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



☒ The data analyst



Correct

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



☐ The president of the company

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

1 / 1 point

shoppers. What is the name of this team?

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

- ☒ 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?

- ☐ Why are stakeholders and team members important?

- ☒ 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?

4. 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.
- ☒ Wait a few minutes to think it over, then respond with a meeting request to discuss this project and the general workload.
- ☐ 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.

✓ **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.

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. A data analyst has been invited to a meeting. They review the agenda and notice that their data analysis project is one of the topics that will be discussed. They plan to arrive on time and have a pen and paper to take notes. But they do not spend time considering project updates they could share or questions they may be asked. This is appropriate because they're not the one running the meeting.

1 / 1 point

☐ True

☒ False

✓ **Correct**

Even if the data analyst isn't running the meeting, if their project is on the agenda, it's a good idea to prepare to share updates and answer questions. This helps keep everyone informed and ensures effective communication.

7. A data analyst joins an online meeting on time. After reviewing the agenda, they see that their project comes at the very end. They're extremely busy and can use this time to stay on top of their current projects. How should they proceed?

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

☐ Mute themselves and turn off the camera, then continue working on other tasks until their project is mentioned.

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

☐ Tell the participants that they're having technical trouble, then leave the meeting to continue working on other tasks.

✗ **Incorrect**

Review [the video on meeting best practices](#) for a refresher.

8.

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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?

- ☐ Go see your supervisor face-to-face and tell them why you're so upset.
- ☐ Write a polite, but strongly worded email to your supervisor.
- ☐ Insist that the entire data analytics team complain to your supervisor.
- ☒ 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.



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.