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| **Email #1**: Email to a new data professional on the data team |
| Dear Akbar,  My name is Saurabh, one of the data analytics professionals with the National Parks Service and a member of the data team responsible for the wildfire project.  First of all, I would like to welcome you to the data team. As a data professional, you will need  to know about the data team’s workflow.  At the start of a new project, the entire team contributes to a global strategy document that  defines the project’s scope, sources of required data, and the workflow for the project. Next,  we begin the analyze stage where we scrub, convert, and format the data. During the  construction phase, we make decisions about modeling and machine learning, and then the  model is built. Once the results have consistently met the accuracy goal, we share the results  and receive feedback from all stakeholders. The accuracy goal for the wildfire model was  90%.  If you have any specific questions about our workflow, please feel free to reach out to me  directly in the future.  Saurabh Agarwal  Data analytics professional  National Parks Service Data Team |

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| **Email #2**: Email to a new writer for the agency’s public relations department |
| Dear Victoria,  My name is Saurabh, one of the data analytics professionals with the National Parks Service and a member of the data team responsible for the wildfire project.  I have been asked to provide you with an overview of the National Parks Service’s wildfire  project. Wildfires are a major concern for the agency. On average, wildfires consume an  estimated 7.4 million acres annually within the United States. Our internal data team was  tasked with improving the agency’s ability to predict wildfires.  The result of our project was a model that can predict wildfires with 90% accuracy. Our efforts  improved the agency’s ability to predict wildfires by 35% and helped wildfire prevention efforts  globally. The results of our study have been referenced in numerous courses used to train fire  fighters, park rangers, and national park employees.  If you have any more questions about the wildfire project, please feel free to contact me.  Saurabh Agarwal  Data analytics professional  National Parks Service Data Team |