



✓ **Congratulations! You passed!**

TO PASS 80% or higher

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Weekly challenge 4

LATEST SUBMISSION GRADE

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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.

0.5 / 1 point

- ☐ The data analyst
- ☒ The vice president of operations

✗ **This should not be selected**
Review [the video on primary and secondary stakeholders](#) for a refresher.

- ☒ The project manager

✓ **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 people who most often interact with these shoppers. They are members of the executive team.

1 / 1 point

- ☐ True
- ☒ False

✓ **Correct**
These people are part of the customer-facing team. 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. There are four key questions data analysts ask themselves: Who is my audience? What do they already know? What do they need to know? And how can I communicate effectively with them? These questions enable data analysts to identify the person in charge of managing the data.

1 / 1 point

- ☐ True
- ☒ False

✓ **Correct**
These questions enable data analysts to communicate clearly with stakeholders and team members.

4. A data analyst receives an email from the vice president of marketing. The vice president is upset because the report they want from the analyst is late. Select the best course of action.

1 / 1 point

- ☐ The analyst should send the report immediately, even if it's not completely finished. This will make the vice president happy.
- ☒ The analyst should respond saying they understand the vice president's concerns, provide a status update, and let the vice president know when to expect the completed report.
- ☐ The analyst should call the vice president and ask them how important it really is to their marketing efforts.
- ☐ The analyst should apologize for the delay and inform the vice president that the marketing managers caused the delay.

✓ **Correct**
The analyst should respond saying they understand the vice president's concerns, provide a status update, and let the vice president know when to expect the completed report. This shows the vice president that their concerns are understood and provides a status update.

5. Data analysts pay attention to sample size in order to achieve what goals? Select all that apply.

1 / 1 point

- ☒ To avoid a small sample size leading to inaccurate judgements

✓ **Correct**

Data analysts pay attention to sample size in order to represent a diverse set of perspectives and avoid skewed results or inaccurate judgements.

- ☒ To make sure a few unusual responses don't skew results

✓ **Correct**

Data analysts pay attention to sample size in order to represent a diverse set of perspectives and avoid skewed results or inaccurate judgements.

- ☐ To fully understand the scope of the analytics project

- ☒ To make sure the data represents a diverse set of perspectives

✓ **Correct**

Data analysts pay attention to sample size in order to represent a diverse set of perspectives and avoid skewed results or inaccurate judgements.

6. Arriving at meetings prepared is an important part of creating a professional work environment. This involves which of the following actions? Select all that apply.

1 / 1 point

- ☒ Considering what questions you may be asked so you're prepared to answer

✓ **Correct**

Arriving at meetings prepared involves reading the agenda ahead of time, bringing materials to take notes with, and considering what questions you may be asked so you're prepared to answer.

- ☐ Bringing a laptop to keep an eye on emails

- ☒ Bringing materials to take notes with

✓ **Correct**

Arriving at meetings prepared involves reading the agenda ahead of time, bringing materials to take notes with, and considering what questions you may be asked so you're prepared to answer.

- ☒ Reading the meeting agenda ahead of time

✓ **Correct**

Arriving at meetings prepared involves reading the agenda ahead of time, bringing materials to take notes with, and considering what questions you may be asked so you're prepared to answer.

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?

1 / 1 point

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

✓ **Correct**

They should stay focused and attentive during the entire meeting. Listening and learning from others are great ways to learn about your company, its challenges, and its goals.

8. Conflict is a natural part of working on a team. What are some ways to help shift a situation from problematic to productive? Select all that apply.

1 / 1 point

- ☐ Identify the person who caused the issue so they can take responsibility.

- ☒ Ask for a conversation to help you better understand the big picture.

✓ **Correct**

To help shift a situation from problematic to productive, reframe the question, keep your emotions in check, and establish open lines of communication.

- ☒ Reframe the question by asking, "How can I help?"

✓ **Correct**

To help shift a situation from problematic to productive, reframe the question, keep your emotions in check, and establish open lines of communication.

✓ Take a moment to check your emotions before engaging in an argument.

✓ **Correct**

To help shift a situation from problematic to productive, reframe the question, keep your emotions in check, and establish open lines of communication.