



Module 13

Workshop 2: Crafting Inclusive ML Documentation and Communication

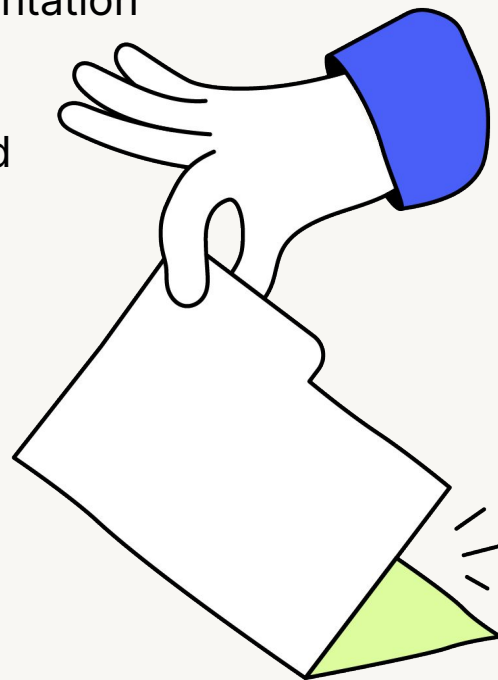


Inclusive or elusive?

Let's start with a quick reflection on what makes documentation work or fail in diverse ML teams.

What's one thing that makes ML documentation clear and inclusive—or confusing and exclusive?

Type your ideas in the chat!





Module 13

Workshop 2: Crafting Inclusive ML Documentation and Communication



Agenda

- **Review:** Recap key concepts.
- **Practical exercise:** The InclusiveDocs challenge.
- **Closing:** Wrap up and reflection.



Learning objectives

- Translate ML results into clear, audience-focused documentation.
- Create reports that balance technical and business perspectives.
- Refine documentation for clarity, completeness, and inclusion.
- Apply inclusive practices that build transparency and trust.
- Identify actions to improve communication in ML projects.



Async review: Units 3 and 4

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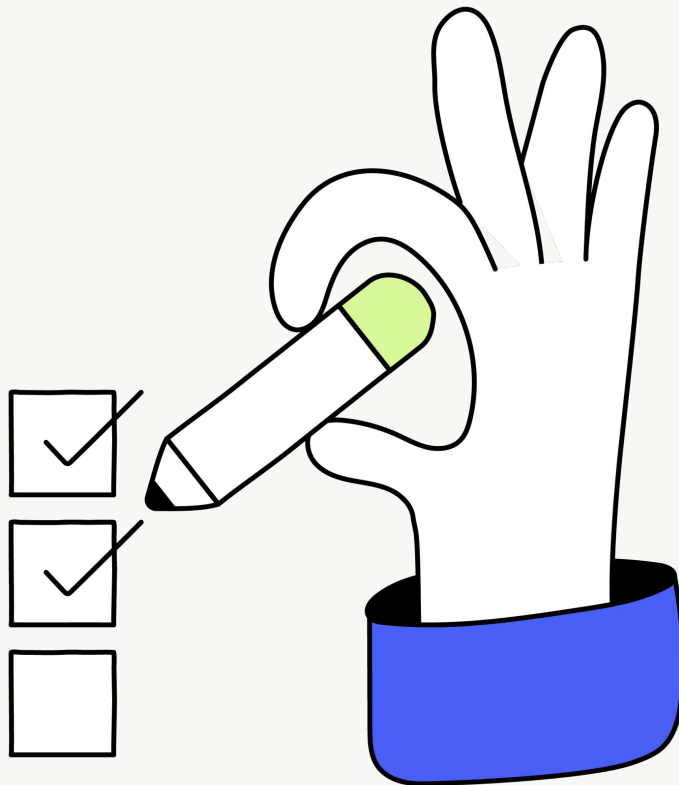


Navigate to the **"Async review"** page



Review the summaries of Units 3 and
4, then complete the following Poll:

Docs that deliver!





Poll debrief

- Clear, inclusive documentation means different things to different teams.

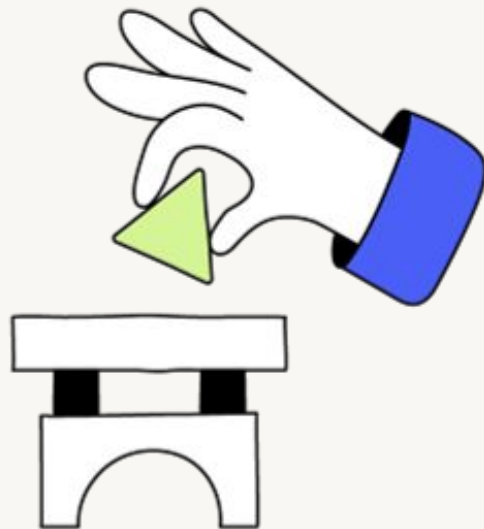
Which aspect do you think is hardest to achieve in real-world ML projects—and why?



Building approval-ready ML reports

Approval-oriented reports connect technical insight with business impact. Strong reports clearly outline:

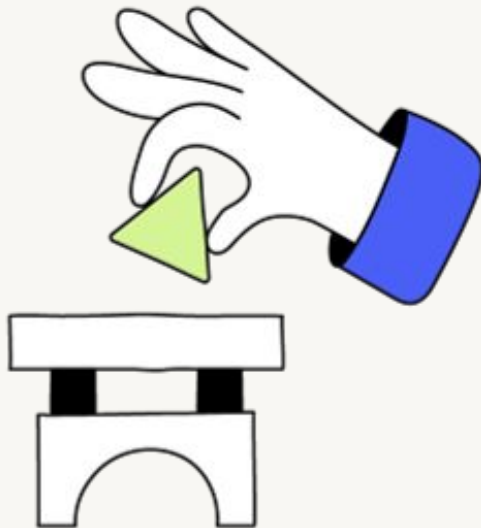
- The **problem** your model addresses.
- The **solution** and its technical rationale.
- The **business** impact — measurable outcomes and value.
- The **next steps** for improvement or deployment.



Communicating across audiences

Effective documentation bridges technical depth and accessibility.

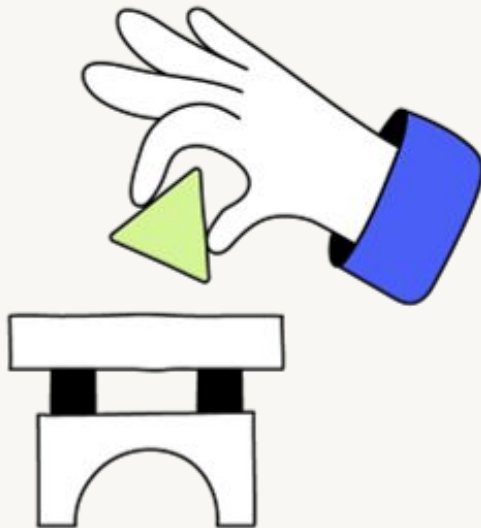
- **Use clear framing and visual structure** to translate complex findings for non-technical readers.
- **Provide sufficient context and traceability** for technical reviewers.
- **Tailor tone and format** to match the audience's role and goals.



Inclusive and shared documentation

Inclusive documentation strengthens collaboration and trust.

- **Represent diverse team perspectives**, everyone contributes to clarity and fairness.
- **Use accessible language** that avoids bias and jargon.
- **Ensure shared ownership**, documentation is a living artifact, not a one-person task.



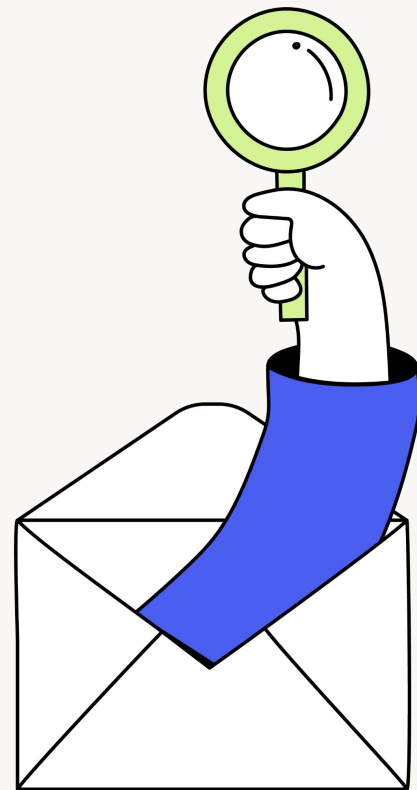


Practical exercise: The InclusiveDocs challenge



Practical exercise: Context

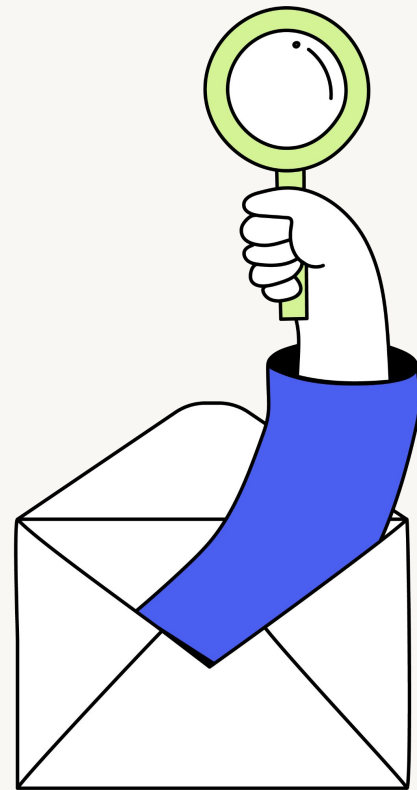
- **Company:** EcoSense Analytics — a sustainability intelligence firm using ML to assess corporate climate risk exposure.
- **Initiative:** An ML model evaluates clients' transition and physical climate risks to support sustainable investment and compliance reporting.
- **Challenge:**
 - The model's documentation needs revision before review by internal risk committees and external regulators.
 - Some sections lack clarity and inclusivity.
 - It's hard for non-technical and sustainability teams to interpret and trust the results.





Practical exercise instructions

- Work in breakout rooms in small groups.
- Step into the role of EcoSense's documentation review team.
- Find all instructions and resources on Ariel.





Access the skills application

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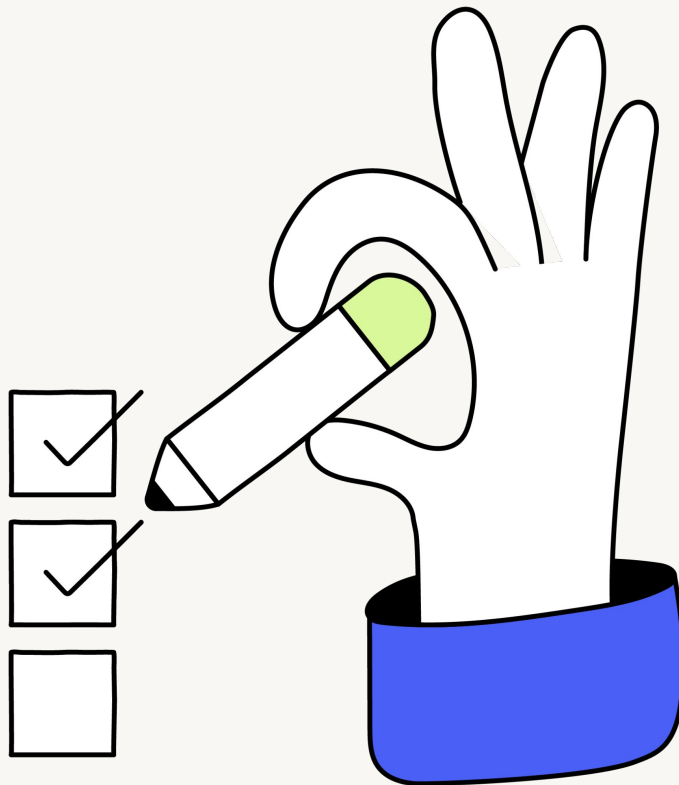
Navigate to the **"Practical exercise"**
page



Start working on the activity tasks



Be prepared to share in 20 minutes
when we come back together





Group discussion debrief



Practical exercise debrief

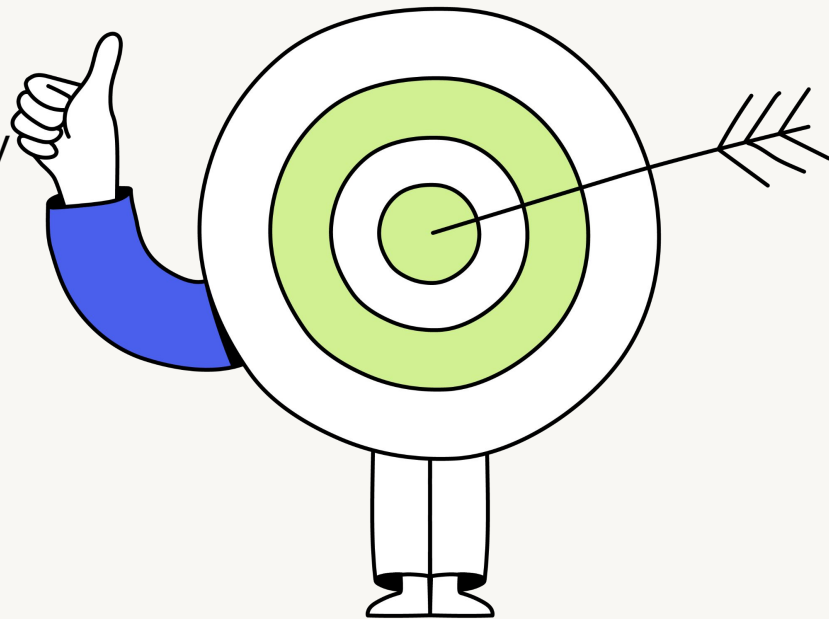
- 1 What is one area where your group improved clarity or inclusivity in EcoSense's documentation?
- 2 What change most strengthened stakeholder trust or understanding?
- 3 How did your group balance technical accuracy with accessibility for non-technical readers?





Key takeaways

- 1 Clear, inclusive documentation builds trust and accountability.
- 2 Balance technical precision with accessibility for all audiences.
- 3 Inclusive reporting credits diverse contributions and perspectives.
- 4 Transparency in assumptions, risks, and impacts strengthens stakeholder confidence.





Applying **key** **takeaways** to your organisation



Applying key takeaways

- 1 How does your organisation ensure ML **documentation is clear and accessible** for both technical and non-technical audiences?
- 2 Where do **gaps in inclusivity or transparency** most often appear in reports or communications?
- 3 What actions could your team take to make **documentation more collaborative, fair, and stakeholder-focused**?



Share your plan to apply new skills

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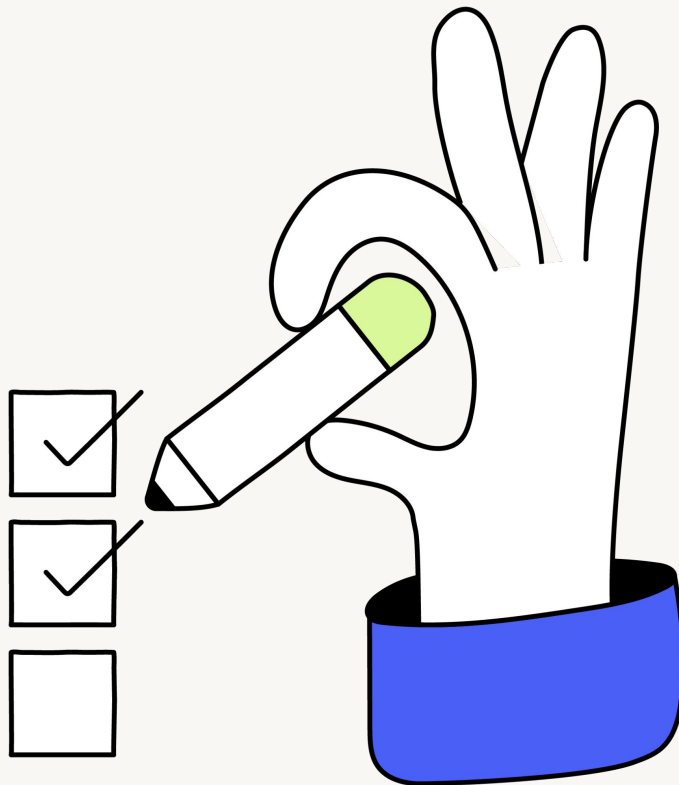
Navigate to the discussion activity
page **"Apply new skills to your role"**



Take 5 minutes to share how you will
apply this skill in your role



Take time this week to read what
others have written and get new ideas!





Closing out

- **Next up:** Module Wrap-Up Workshop
- **If you have questions, you can:**
 - Chat with Atlas
 - Reach out to your Cohort Coach
 - Sign up for Tutoring
- **Log your OTJ hours**
- **Take the Workshop Survey** on My Multiverse

multiverse