Template for documentation of statistical activities using GSBPM
1. **USER NEEDS**

1.1 Determining users’ needs for official statistics data

1.2 Consulting and confirmation of users for official statistics data

1.3 Identification and establishment of concept for data production

1.4 Checking available data sources

1.5 Schedule of main activities (Prepare business case, analysis)
2. DESIGNING METHODOLOGY FOR STATISTICAL SURVEYS

2.1 Designing outputs and survey variable descriptions

2.2 Data collection methods

2.3 Design frame and sample methodology

2.4 Production of methodology for data processing and analyses
3. BUILD NECESSARY INSTRUMENTS FOR SURVEY IMPLEMENTATION

3.1 Project request design

3.2 Build instruments for data collection

3.3 Build programme support

3.4 Testing tools for data collection and processing

3.5 Product and process configure
4. DATA COLLECTION

4.1 Selection of target population/sample

4.2 Preparation of data collection

4.3 Data collection

4.4 Data use from administrative and other secondary sources

4.5 Entering of collected data
5. DATA PROCESSING

5.1 Integrate data

5.2 Coding and validation

5.3 Editing and imputation

5.4 Production of derived variables

5.5 Weight and aggregate design

5.6 Build final data set
6. DATA ANALYSIS

6.1 Preparation and control of the first results of official statistics

6.2 Statistical interpretation and additional explanation of results of official statistics

6.3 Confidentiality and finalisation of official statistics data
7. DISSEMINATION

7.1 Design and production of dissemination products

7.2 Determining manner of disseminating products and result promotion

7.3 Manage user support
7. EVALUATE

8.1 Evaluation of official statistics data

8.2 Measures to improve statistical surveys
1 User needs

1.1 Determining user needs for official statistics data

1.2 Consulting and confirmation of users for official statistics data

1.3 Identification and establishment of concept for data production

1.4 Check data availability

1.5 Schedule of main activities (Prepare business case, analysis)

2 Designing methodology for statistical surveys

2.1 Design outputs and design variable description

2.2 Design of data collection

2.3 Design frame and sample methodology

2.4 Production of methodology for data processing and analyses

3 Build necessary instruments for enforcement

3.1 Project request design

3.2 Build instruments for data collection

3.3 Build programme support

3.4 Testing tools for data collection and processing

3.5 Product and process configure

4 Data collection

4.1 Selection of target population/sample

4.2 Preparing data collection;

4.3 Data collection

4.4 Data use from administrative and other secondary sources

4.5 Entering of collected data

5 Data processing

5.1 Integrate data

5.2 Coding and validation

5.3 Editing and imputation

5.4 Production of derived variables

5.5 Weight and aggregate design

5.6 Build final data set

6 Analyse results

6.1 Preparation and control of the first official statistics data

6.2 Statistical interpretation and additional explanation of official statistics data

6.3 Confidentiality and finalisation of official statistics data

7 Dissemination

7.1 Design and production of dissemination products

7.2 Determining type of publication and promotion of products

7.3 Manage user relations

7.4 Evaluation of official statistics data

8 Evaluation

8.1 Evaluation of official statistics data

8.2 Measures to improve statistical surveys