

STATISTICAL OFFICE OF MONTENEGRO

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

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6.2 Statistical interpretation and additional explanation of results of official statistics

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6.3 Confidentiality and finalisation of official statistics data

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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	2 Designing methodology for statistical surveys	3 Build necessary instruments for enforcement	4 Data collection	5 Data processing	6 Analyse results	7 Dissemination	8 Evaluation
1.1 Determining user needs for official statistics data	2.1 Design outputs and design variable description	3.1 Project request design	4.1 Selection of target population/sample	5.1 Integrate data	6.1 Preparation and control of the first official statistics data	7.1 Design and production of dissemination products	8.1 Evaluation of official statistics data
1.2 Consulting and confirmation of users for official statistics data	2.2 Design of data collection	3.2 Build instruments for data collection	4.2 Preparing data collection;	5.2 Coding and validation	6.2 Statistical interpretation and additional explanation of official statistics data	7.2 Determining type of publication and promotion of products	8.2 Measures to improve statistical surveys
1.3 Identification and establishment of concept for data production	2.3 Design frame and sample methodology	3.3 Build programme support	4.3 Data collection	5.3 Editing and imputation	6.3 Confidentiality and finalisation of official statistics data	7.3 Manage user relations	
1.4 Check data availability	2.4 Production of methodology for data processing and analyses	3.4 Testing tools for data collection and processing	4.4 Data use from administrative and other secondary sources	5.4 Production of derived variables			
1.5 Schedule of main activities (Prepare business case, analysis)		3.5 Product and process configure	4.5 Entering of collected data	5.5 Weight and aggregate design			
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