

Quality Management / Metadata Management

1 Specify Needs	2 Design	3 Build	4 Collect	5 Process	6 Analyse	7 Disseminate	8 Archive	9 Evaluate
1.1 Determine needs for information	2.1 Design outputs <ul style="list-style-type: none"> Design Price Index characteristics Design Price Index classification/s (structures) Design weighting patterns Design Price Index measures Design Price Index products 	3.1 Build data collection instrument	4.1 Select sample <ul style="list-style-type: none"> Establish frame according to frame design Select sample according to sample design Establish maintenance procedures for frame and sample Maintain frame and sample 	5.1 Integrate data <ul style="list-style-type: none"> Match data records Prioritise data records Eliminate duplicate data records Anonymise data records 	6.1 Prepare draft outputs <ul style="list-style-type: none"> Record quality characteristics for each Price Index number produced Produce data visualisation outputs 	7.1 Update output systems <ul style="list-style-type: none"> Load data and metadata to output data stores Resolve issues Validate and sign off 	8.1 Define archive rules	9.1 Gather evaluation inputs <ul style="list-style-type: none"> Determine persons / team to conduct evaluation Gather inputs required for evaluation
1.2 Consult and confirm needs	2.2 Design variable descriptions <ul style="list-style-type: none"> Design variables collected via data collection instrument Design derived variables and transformation formula 	3.2 Build or enhance process components	4.2 Set up collection <ul style="list-style-type: none"> Investigate and establish collection strategy for sample and administrative data Establish training regime for staff to enable data collection Check data collection tools, technology and processes are available and ready for use Establish and review security procedures for data collection Prepare data collection systems for collection and receipt of data 	5.2 Classify and code <ul style="list-style-type: none"> Classify data according to pre-defined collection requirements and definitions Assign codes to data items according to classification 	6.2 Variable outputs <ul style="list-style-type: none"> Validate Price Index outputs against body of knowledge Validate Price Index quality characteristics against a quality framework Macro analyse Price Index outputs Investigate inconsistencies between macro data and body of knowledge 	7.2 Produce dissemination reports <ul style="list-style-type: none"> Prepare draft of dissemination products Finalise dissemination products Validate and Sign off release of dissemination products 	8.2 Manage archive repository	9.2 Conduct evaluation <ul style="list-style-type: none"> Conduct detailed analysis and evaluation of all gathered inputs Produce report detailing finding, and recommendations for improvement
1.3 Establish output objectives	2.3 Design data collection methodology <ul style="list-style-type: none"> Determine suitable methods for data collection Design data collection instrument Design formal agreements to collect data Design provider management method 	3.3 Configure work flows	4.3 Run collection <ul style="list-style-type: none"> Establish provider contact procedures and SLA's Collect data according to schedules Follow up with providers for data Record provider contact information and response rates Record and resolve queries by providers and data collection staff 	5.3 Review, validate and edit <ul style="list-style-type: none"> Detect and treat all Quality Adjustments Detect and treat all significant anomalous data 	6.3 Scrutinise and explain <ul style="list-style-type: none"> Inspect macro statistical outputs Explain macro statistical outputs against body of knowledge 	7.3 Manage release of dissemination products <ul style="list-style-type: none"> Brief authorised stakeholders 	8.3 Preserve data and associated metadata	9.3 Agree on action plan <ul style="list-style-type: none"> Present evaluation report to appropriate corporate consultative boards for discussion Agree on action plan for either implementing or amending the proposed recommendations Set up metrics to monitor the success and benefits derived from implementing recommendations
1.4 Identify concepts	2.4 Design frame and sample methodology <ul style="list-style-type: none"> Design survey frame methodology Design survey sample methodology 	3.4 Test production system	4.4 Finalise collection <ul style="list-style-type: none"> Convert data for data loading Upload data into processing systems Load metadata into metadata storage systems Archive paper forms, and administrative data sets 	5.4 Impute <ul style="list-style-type: none"> Logical imputation Historical imputation Seasonal imputation Subjective imputation Mean imputation Regression Donor Imputation 	6.4 Apply disclosure control <ul style="list-style-type: none"> Assess likelihood of identification of data Recommend protection techniques for data Apply protection techniques to data 	7.4 Promote dissemination products <ul style="list-style-type: none"> Release dissemination products Release other products 	8.4 Dispose of data and associated metadata	
1.5 Check data availability	2.5 Design statistical processing methodology <ul style="list-style-type: none"> Design statistical method for integrating data validating data imputing data calculating aggregates micro editing macro editing classifying and coding data calculating weights finalising data 	3.5 Test statistical business process		5.5 Derive new variables & statistical units <ul style="list-style-type: none"> Derive a final price for reference data Derive a final price for pre-processed data Derive a final price for all Price Observations collected Derive a current Price Relative for all Price Observations which have a Base period Price recorded 	6.5 Finalise outputs <ul style="list-style-type: none"> Apply consistency checks Produce clearance documentation Set level of data release Conduct clearance meetings with senior management Clear data for release 	7.5 Manage user support <ul style="list-style-type: none"> Record Query in Single repository Categorise/Link Query by Release Period/Index/Component Resolve Query Refer to Delegate Advise response to client Record response 		
1.6 Prepare business case	2.6 Design production systems and workflow <ul style="list-style-type: none"> Determine the work flows from data collection to dissemination of outputs Define criteria to assess the quality of the production systems and work flows Design systems /work flows integration, migration and roll forward processes Determine fitness for purpose of existing production systems and work flows Undertake gap analysis to determine re-use of existing systems and work flows 	3.6 Finalise production system		5.6 Calculate weights <ul style="list-style-type: none"> Calculate Reporting Unit sample weight Calculate Price Observation sample weight 				
				5.7 Calculate aggregates <ul style="list-style-type: none"> Calculate the Raw Index, C Index, Average Price and Median for Price Samples using assigned Compilation method Price update previous period value aggregates for all elementary aggregates Sum all child value aggregates for each upper level Price Index component 				
				5.8 Finalise data files <ul style="list-style-type: none"> Calculate all additional aggregate data for Price Index (P Indexes, points contribution & change, percentage change) 				

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