Annex 3. Statistics Finland's ten-point-guide for testing the implementation of the GSBPM to describe the production of spatial statistics in NSIs

Final report from the GEOSTAT 2 project

Statistics Finland

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GEOSTAT 2

Instructions on how to test the implementation of the Generic Statistical Business Process Model (GSBPM) to describe the production of spatial statistics and/or the maintenance of geospatial data for statistical purposes in NSIs – 10 points according to how Statistics Finland proceeded.

The GSBPM was for us a framework, where to apply a spatial statistical production process only after it was defined first.

1   Get a "facilitator"

A facilitator is a person who guides the exercise and keeps the work on the right track. He/She understands the aims but does not have to know the content. He/She knows the methods for team working and he/she is an inspiring guide. If the team gets stuck into details the facilitator helps to move on and to keep focus on the overall process to be defined.

2   Choose a story and a team

A story identifies the present state or an ideal state of a statistical production process. GEOSTAT 2 prefers the target to be a familiar spatial product and its production process, which is used at the moment.

A team to be chosen should be familiar with the target "story" Team members should be able to apply their expertise to identify the story as well as possible. Team members should represent different kinds of expertise.

The team should consist of max. six members including a facilitator. If the team is bigger it may be reasonable to split it up to subgroups.

3   Story mapping I

Goal: To explore the method and to identify the tasks of the process

A session begins with a general description of the Story Mapping method and the GSBPM model.

The actual work starts by an empty table with no papers or computers. Every participants will get *Post-it notes* and a pen. A theme /story is described and the participants are told to write down tasks that come to their mind concerning the theme/story. Each participant works alone and writes one task per one Post-it note during 10 to 15 minutes.

The participants put the notes on the table, each note facing the same direction. Already now one may start organising the notes according to the stage of the process; if the tasks belong to the beginning, intermediate or final stage of the whole process.

After this, the participants start a discussion (rather all together) how to merge the notes to different groups. These groups may be named by the titles of a higher level of hierarchy (using different colour notes) and organised into a chronological order.

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4   Story mapping II

Goal: To group individual tasks/to identify each phase of the process

During this session the team goes through all the notes and studies the process in more detail. At the same time, one can add missing tasks of each phase or even add missing phases if those are now recognised. Meanwhile notes describing overlapping tasks can be removed.

5   Identifying the phases of your own process from the GSBPM – on the first level

Goal: To identify previous groupings/phases on the first level of the GSBPM.

Only in this session the GSBPM model is taken on board and the team makes an effort to identify their previous groupings/phases on GSBPM major phases (1-8). Pay attention that it is common to concentrate on the intermediate phases of the process. If it happens, one may at least at the beginning merge GSBPM phases 1 to 3 and handle them together. Also, it is OK to pay less attention to phase 8 at this stage.

6   Identifying the phases of your own process from the GSBPM – on the second level

Goal: To identify your own work phases on the second level of the GSBPM

In this stage the idea is to identify the phases of your own process on a more detailed level – on the second level of the GSBPM (e.g. 5.1, 5.8 etc.). (It might take several sessions.)

The clear phases may already be recognised in the previous stage. Also, correcting the phases may be needed when there is more knowledge for recognising them.

It is not necessary straight forward to describe spatial statistics production based on the GSBPM description texts. Sometimes you need to raise the level of abstraction or apply the phases. It is good to write down these results. Also, write down if the phase does not seem to have any place in the GSBPM.

7   Outlining of the own process – drafting the chart

Goal: Creating process chart of the current situation of your own process

You may want to start this only after when the process seems ready on Post-it notes, when different phases and tasks seem ready. Now you start making your own process chart on computer, e.g. MS Visio (BPMN-model).

Things that are written on Post-it notes will be written down as process phases. Give each phase a name that describes them. In case you identify the phases from the GSBPM then write down the number of the phases.

From the notes you can already identify some agents of the process. You can give each identified agent a "swim lane" (or group the agents together) and put their tasks on their "swim lane".

8   Working on the process chart and identifying the sub-processes

Goal: Getting a more precise description of the process

Working on the process means that you go through the phases on a detailed level, check the order and relations of the phases and name the phases that you identified from the GSBPM model.

When working on the process chart, you may identify sub-processes that are (firmly) related to the main process, but their phases do not need to be described with the main process. You can choose whether you want to describe the sub-processes on a more detailed level or whether it is enough just to have the information that there is also another process related to this process phase.

9   Identifying the statistical data and the geospatial and integrated dimensions of your own process

Goal: To identify the spatial dimensions of the process phases

When the chart is ready, you can identify the type of the phases: is the phase related to statistical data, map data or some integration of them. Identifying the category for each phase might be difficult (when regarding, e.g. metadata). These problematic phases should be written down and they can be discussed later together with the GEOSTAT 2 project group.

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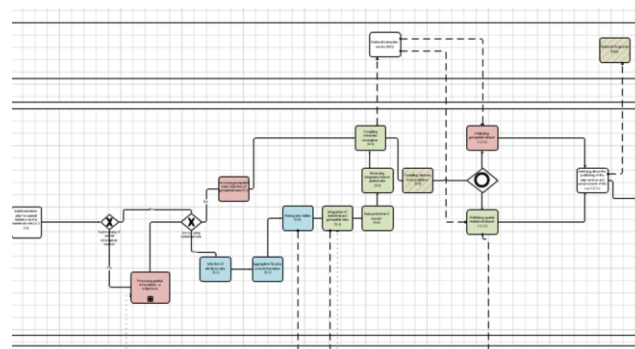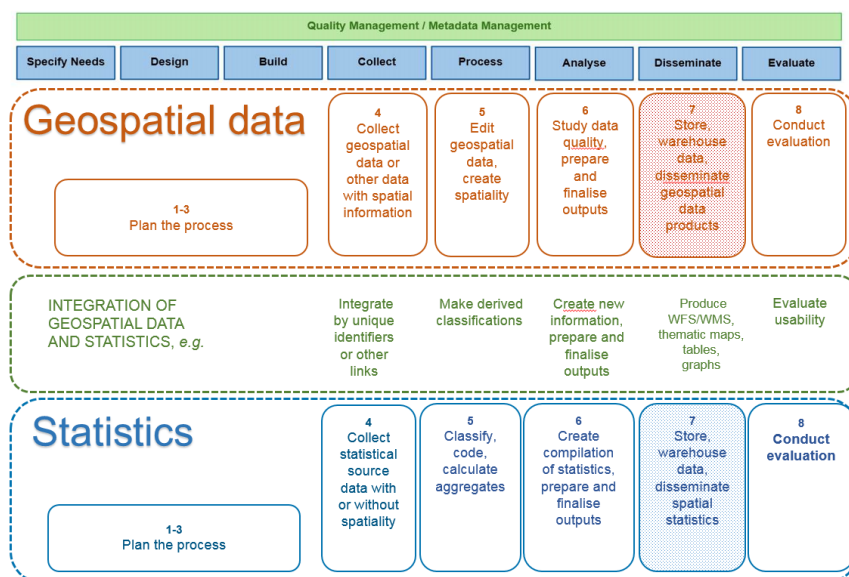
10   Compilation of the process phases under the main phases of the GSPBM

Goal: To reflect on the phases in your own process to the GSBPM

The goal of the work is to understand how your own process is located in GSBPM phases, from the point of your spatial statistics production.

Also, the goal is to understand what is needed for the spatial statistics production, what agents it may concern, what preconditions you can identify and what is needed for the integration of geospatial data and statistical data.
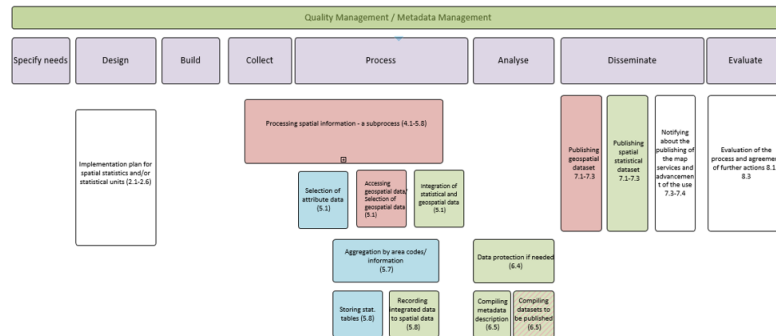
General notes to be taken account when testing the GSBPM for geospatial data

Overall remarks

- A facilitator makes the process description work more efficient

- The same model seems to fit more or less all spatial related processes and we did not see any purpose to create separate process descriptions for different data sets – It might be more valuable to compare the observed process phases from country to country and then make potential additions to the final version

- The Story mapping method is simple and fast – and gives an opportunity for everyone to express oneself

- The GSBPM descriptions are "not enough" when the production of spatial statistics are described, but if you allow interpretations to occur, they (with your facilitator) can keep you on the right track

- During the first story mapping session, it is wise to instruct the participants to write down tasks (rather than "anything"). It will speed up the work

- For this work for GEOSTAT 2 it is not relevant how perfect and beautiful your process chart becomes – rather it is important that you understand your process and are capable to reflect it to the GSBPM

- It is good to distinguish the process itself (a key process) and the supportive sub-processes.

Remarks related to GSBPM

- The level of abstraction that is essential for understanding the process must be chosen (as high as possible). As said, interpretation is most likely needed when GSBPM description texts are applied. Raising the abstraction level of descriptions may help to locate your phase to the logical meaning of each phase of the GSBPM.

- The order of your process phases does not have to follow the order of the GSBPM phases.

- The same GSBPM phase may occur many times, e.g. in process phases 5 - 5.1-5.8: Actions in order to produce statistical data and also actions for combining statistical data with spatial boundary data

- After finding the right GSBPM phases some missing phases could be detected. Allow new phases to appear or irrelevant ones to be dismissed

All the best for your rehearsals! Best wishes,

"GEOSTAT 2 process modelling group" of Statistics Finland