



ASR / work in progress status checklist

Each SMA with time series information continuously analysed/reviewed by TSA must have a "status" checklist (see below) active at any given time. This is refreshed at each ASR but updated between ASRs as issues become resolved or apparent. Here's the overall plan:

- Completion of this checklist is required by each CSM following each ASR. If the CSM is not conducting the ASR, then it is assumed that the person running the ASR will complete this checklist and liaise with the CSM to ensure all applicable items are checked. In all circumstances, the CSM should sign prior to forwarding to the production manager.
- Once completed/signed by CSM, forward to the TSA production manager for sign-off. Upon review, the production manager will then forward to the production director for final sign-off. Production sign-off policies are here:  (Subject: Current TSA production sign-off policy; Created: 20/02/2007; Doc Ref: TOUE-6YL9SS).
- Following director sign-off, save this checklist in both the TSA-WDB and TSA Projects-DB under the appropriate category or task relating to the ASR activity. Ensure you sign-off the task on the TSA Projects-DB.
- Update this checklist periodically until the next ASR as projects, ad-hoc or outstanding issues get completed/resolved. Supplement each item with doclinks if necessary.

Methodological / Operational:

- Checked and/or updated the "key issues" document:  (Subject: TSA clients key issues..; Created: 07/03/2007; Doc Ref: FMAI-6Z3675). In particular, updated this with new or existing research projects that overlap with other areas.
- Adherence to BPGs regarding non-seasonal series, residual seasonality, additive outliers, end-point outliers, seasonal and trend breaks and holiday corrections. E.g. see doclinks under "**Best practice guidelines -> Practical theory**" in TSA-WDB.
- Reassessed any existing non-seasonal (or never adjusted) series in collection? To identify non-seasonal series in SEASABS (as declared in TSUpdate), look at **(i)** "Options -> Series Options... -> General -> Type of adjustment". To identify series which explicitly exclude D10 seasonal factors from combined final factors, look at **(ii)** "Options -> Series Options... -> Analysis Options". If evidence for seasonality, quantify historical revisions, notify client and turn on if appropriate.
- Presence of quarterly trading day - turned off or estimated from monthly equivalents if present and SMA agrees.
- Presence of monthly trading day - SEASABS default is to estimate/apply 'moving' trading day corrections. Check if this is appropriate by ensuring that F-stats from regression are significant and that STAR measure with trading day 'turned on' is lower. If not, turn off trading day.
- Checked M7 statistic in SEASABS for each series ["Analysis Output -> X11 F Tables -> Quality Stats"] for quality of seasonal adjustment (e.g.

measures relative contribution of moving seasonality which X11 doesn't like). Document in analysis summary document on TSA-WDB if M7 is > 1 for a series. This is for future reference and monitoring of quality over time.

- Reset AAPC/AAC as specified in TSUpdate to zero for key series where it's used. Use the script with instructions in: 📄(Subject: Script for resetting AAPC/AAC..; Created: 02/03/2007; Doc Ref: FMAI-6YW622).
- If changes were made to series knowledge that affect a series globally (e.g. historical revisions), have you quantified these in terms of revisions in seasonally adjusted estimates and notified client? Note that SMA director approval is needed to progress this. [the analysis can be included in the general ASR queries].
- Ran a virtual update in SEASABS at end of ASR and ensured any warnings resolved and/or understood

ARIMA:

- ARIMA monitoring and status. Place a 1, 2, 3 or 4 here according to status: 1. initial assessment/impact; 2. waiting for SMA approval and pub notification; 3. implemented in ASR; 4. partially implemented in ASR. Add SMA email doclinks and quantify progress if status = 4.
- ARIMA roll-out steps being followed according to schedule and if not, schedule updated: 📄 (Subject: ARIMA implementation timetable; Created: 01/08/2006; Doc Ref: NVSN-6S97R7).
- If ARIMA already in production: (re)assessment procedure followed as outlined in BPG: 📄 (Subject: ARIMA Modelling (overview); Created: 11/07/2006; Doc Ref: LAPD-6RL6E9).
- If ARIMA already in production: summary of which series have new ARIMA models assigned or have a model assigned for the first time. Save ARIMA summary document from SEASABS on TSA-WDB.
- Checked the ARIMA summary document from SEASABS for anomalies (e.g. no 'unit-root' warnings).
- If ARIMA implemented or already in production, ensure analysis feedback collated from TSA (if any) and documented for future improvement.

Consistency:

- Consistency monitoring and status if applicable: quantified stage/progress reached if incomplete
- SMA contacted with request to obtain any external consistency mappings [see proforma]. If none, advise client that internal consistency checks will be performed if applicable.
- If consistency checks not applicable, checked SEASABS knowledge (i.e. "Options -> Related Series" window) to ensure series have no related pairs declared from ASRs on other collections (e.g. 'symmetric consistencies').
- Created new or updated existing consistency maps and stored in SEASABS knowledge.
- Checked consistency diagnostics to ensure all series pairs deemed to be conceptually related by client are indeed related - e.g. see BPG: 📄 (Subject: Consistent Seasonal Adjustment (draft in progress); Created: 26/07/2005; Doc Ref: LAPD-6EN5PZ). If not conceptually related, has client been notified/warned?
- Created consistency tables before and after ASR and checked that prior

corrections / SEASABS settings are appropriately represented between conceptually related series. Final consistency table stored on TSA-WDB.

- Priors/fixes needed in series in other collections not part of current ASR documented on TSA-projects under appropriate task.
- For client's interest, have you sent them a copy of the map table(s) and consistency table(s) summaries and explained what they mean? Include these in the final notification/clean-up proforma: 📄 (Subject: Notify client ASR finished; Created: 12/07/2005; Doc Ref: NACT-6E83F7).

Publication related:

- Check key-figures and relevant sections in publication vetted by TSA: See BPG on TSA and ABS publication standards: 📄 (Subject: Check publication for adherence to TSA standards; Created: 20/02/2007; Doc Ref: LAPD-6E993G).
- Check appropriateness of 'what-if' graph scenarios if applicable [see doclink in previous checkbox for examples].
- Ensure no yearly growth estimates from original or seasonally adjusted quoted (only trends), otherwise advise client.
- Consistent and appropriate explanatory notes in publications. E.g. see BPG: 📄 (Subject: Time series publications - standard form of words; Created: 12/04/2005; Doc Ref: NACT-6BD8XD).
- Email address in publication - ensured changed to time.series.analysis@abs.gov.au
- Check other Time Series related contact details (if present)

Administrata:

- Checked the "View -> Save Analysis Documentation" from SEASABS for the analysed group(s) and ensured that the analysis spans were correctly set.
- Changes introduced in ASR summarised and sent to client using proforma: 📄 (Subject: Notify client ASR finished; Created: 12/07/2005; Doc Ref: NACT-6E83F7).
- Notification of clean-up of unwanted SEASABS groups and access privileges to owner group [using same proforma as in previous checkbox].
- Asked client if they need training [using same proforma as in previous checkbox].
- For external consultancies: followed instructions for invoicing, correspondence and finalisation of queries outlined in: 📄 (Subject: External clients: Invoicing and correspondence; Created: 16/03/2006; Doc Ref: LAPD-6MX2MV).
- Updated documentation/issues on TSA-Projects DB and also doclinked here.
- Submitted/documented any relevant Service Requests to fix bugs/improve functionality on TSA-WDB.
- Placed an agenda item on a future TSA Production Forum (TSAPF) to summarise ASR and any issues
- Gathered any feedback and possible further research suggested from the TSAPF, TSA or SMA in general and recorded in "key issues" document: 📄 (Subject: TSA clients key issues.; Created: 07/03/2007; Doc Ref: FMAI-6Z3675).
- Doclinked this checklist on TSA-Projects DB under appropriate ASR task.
- Doclinked this checklist on TSA-WDB under appropriate category and with this subject name: **Client Support -> "SMA" -> Reanalysis -> Documentation -> "yyyy ASR Checklist signoff summary"** where "yyyy" = four digit year, e.g. 2007.

Signed (Client Service Manager): _____ Date: _____

Signed (Production Manager): _____ Date: _____

Signed (Production Director): _____ Date: _____