

**2008 HOUSEHOLD BUDGET SURVEY -
REVISED IMPLEMENTATION SCHEDULE**

	Deliverables	Major Activities	Milestones	Responsibility	Date of Completion	Dependencies
PRE - FIELD ACTIVITIES	<u>1. Create and House Unit</u>	<ul style="list-style-type: none"> Establish HBS Unit Recruit Professional and Technical Staff Acquire accommodation Install Furniture and Equipment 	HBS Unit Housed and equipped	MPHE, SSA, DS	Completed	Not Applicable
			Professional and Technical Staff Recruited	MPHE, HR Division	Mar-08	Recruitment of IT Specialist II
	<u>2. Questionnaire and Coding System</u>	<ul style="list-style-type: none"> Compile COICOP-HBS Classification codes Finalize draft HBS Questionnaires Tabulation Plan 	Questionnaires developed	SSA, SA I, STII, ITSI	Completed	Not Applicable
			COICOP-HBS Developed	SSA, SA II, SA I	Apr-08	Input from Stakeholders
	<u>3. IT Processing System</u>	<ul style="list-style-type: none"> Design image capture processing system Develop HBS-ICCS System 	Functioning and effective processing system	ITS II, ITS I	Apr-08	Recruitment of ITS II & IT Technical Support
	<u>4. Stakeholders</u>	<ul style="list-style-type: none"> Establish Stakeholders Committee Convene Stakeholders Committee meetings 	Stakeholders Input into HBS	DS, SSA	Completed	Not Applicable
	<u>5. Sample Selections and Workloads</u>	<ul style="list-style-type: none"> Select Sample Prepare workloads 	Sample selected	SSA, SA II	Completed	Not Applicable
			Workloads prepared	SA I, ST II	Completed	Not Applicable
	<u>6. Manuals</u>	<ul style="list-style-type: none"> Develop Interviewers Manual Develop Editing and Coding Manual Develop Training Manual 	Manuals printed	SSA, SA I, STII	Mar-08	Available Funding
			Manuals printed	SA II		
<u>7. Recruitment</u>	<ul style="list-style-type: none"> Recruit Supervisors Recruit Enumerators Recruit Editors and Verifiers 	List of field and processing staff available for training	HR Division, HBS Unit	Mar-08	Advertisement and selection of persons	

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PRE - FIELD ACTIVITIES	8. Training	<ul style="list-style-type: none"> Acquire Training material Locate and Confirm Training Venue 	Training Venue located	SA II	Mar-08 Feb-08	Finalisation of date for commencement of Training
		<ul style="list-style-type: none"> Train Supervisors and Enumerators Select Final List of Enumerators Train Editors and Verifiers 	Field staff trained	SSA, SA II, SA I, CSO Trainers, DS	Apr-08	Availability of Trainers
	9. Pilot Test	<ul style="list-style-type: none"> Conduct Pilot Test Process Pilot Test 	Pilot test conducted	HBS Unit	Completed	Not Applicable
		<ul style="list-style-type: none"> Finalize Questionnaires Finalize Interviewers Manual Finalize Editing Manual 	Documents finalized	HBS Unit	Completed	Not Applicable
		<ul style="list-style-type: none"> Finalize Processing System 	Processing system finalized	ITS II, ITS I	Apr-08	Recruitment of ITS II & IT Technical Support
	10. Print Questionnaires	<ul style="list-style-type: none"> Obtain quotations Select printer 	Questionnaires printed and delivered on schedule	MPHE, HBS Unit	Mar-08	Approval given to company by MPHE 1 & 1/2 months in advance
	11. Publicity	<ul style="list-style-type: none"> Develop Publicity Plan Implement Publicity Plan 	Publicity programme operational	Communication Division, HBS Unit	Apr-08 to Apr-09	Approval of Publicity Plan by MPHE and adequate funding
		<ul style="list-style-type: none"> Acquire tokens of appreciation 	Tokens delivered			

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FIELD & PROCESSING	<u>1. Field Enumeration</u>	<ul style="list-style-type: none"> Acquire enumeration materials Survey on Field Field Visit Tobago 	Highly effective field operations	SSA, SA II, SA I, ST II	May 08- April 09	Completion of Training and Availability of Questionnaires
	<u>2. Processing</u>	<ul style="list-style-type: none"> Editing Verification Cleaning of Data 	Efficient, timely processing operations	ITS II, ITS I, SA II, SA I, ST II	May 08-May 09	Processing System Finalised and Operational
POST FIELD	<u>1. Generate Tabulations</u>	<ul style="list-style-type: none"> SPSS data files created Automate SPSS output 	SPSS Tables generated	SSA, SA II, SA I, ITS II, ITS I	May-09	Availability of clean data
	<u>2. Dissemination</u>	<ul style="list-style-type: none"> Prepare Reports 	Reports Prepared	SSA, SA II, SA I, ITS II	Aug-09	Availability of clean data
		<ul style="list-style-type: none"> Out-source Research Papers 	Research papers available	MPHE, HBS Unit	Aug-08	Reports finalised
		<ul style="list-style-type: none"> Publish CDs 	CD published	ITS II, ITS I	Sep-09	Reports and Research Papers finalised
		<ul style="list-style-type: none"> Plan HBS Data Dissemination Seminar 	Data Dissemination Seminars conducted	Communications Unit, HBS Unit	Nov 08 to Aug 09	Reports and Research Papers finalised
		<ul style="list-style-type: none"> Conduct HBS Data Dissemination Seminar 	Data Dissemination Seminars conducted	Communications Unit, HBS Unit	Sep-09	Reports and Research Papers finalised

MPHE Ministry of Planning, Housing and the Environment
 HR Division Human Resource Division, MPHE
 HBS Unit Household Budget Survey Unit
 DS Director of Statistics

SSA Senior Statistical Analyst
 SA II Statistical Analyst II
 SA I Statistical Analyst I
 ST II Statistical Technician II

ITS II IT Specialist II
 ITS I IT Specialist I