Seminar on integrated statistical information
systems and related matters (ISIS 2000)
(Riga, Latvia, 29-31 May 2000)

Topic II: Planning and management of statistical projects

**PLANNING AND MANAGEMENT OF THE IMPLEMENTATION OF IT-RELATED
STATISTICAL PROJECTS WITH OUTSOURCING DEVELOPMENT**

Invited paper

Submitted by the Central Statistical Bureau of Latvia[1]

SUMMARY

1.   National Statistical Institutes (NSIs) very often use outsourcing for research
and development. This is especially important in Central and Eastern European
countries for Phare funded projects. This report will be based on experience of the
Central Statistical Bureau of Latvia concerning protection of IT hardware, standard
software for IT infrastructure development and particularly data processing systems
development.

2.   In order to implement a project successfully, several different stages have to
be dealt with:
• Analysis of current work flows and tools,
• Elaboration of technical requirements (technical specifications),
• Investigations of the commercial solutions available; experiences of other NSIs;
  possibilities for product and know-how transfer; impact of the transferred
  technology on the existing hardware and software, networking environment, user
  knowledge,
• Estimation of costs for the entire project,
• Evaluation of the effectiveness and efficiency of the project,
• Project timing issues,
• Elaboration of full tender dossier,
• Tendering and evaluation procedures,
• Contracting issues.

---

1   Prepared by Karlis Zeila.

GE.00-30172

3.   It is not always possible to work out as detailed technical specifications as necessary before a call for proposals. In this case, we have foreseen an additional stage of project implementation design, which must take place before real development starts.

4.   Management of outsourced projects could be split into two areas:
• Management of the project implementation,
• Management and maintenance of the implemented system.

5.   A short overview on project management methodology PRINCE 2 (Projects In Controlled Environments) will be presented.