

Missing Data Decision Worksheet

Document the evidence and assumptions behind the missing-data strategy.

Primary outcome, analysis model, and target population

Missingness profile

Variable or wave	Missing n (%)	Pattern or timing	Likely reason

Mechanism assessment

- ☐ Describe why missingness could depend on observed data, unobserved values, or study processes.
- ☐ Compare missingness across treatment groups, sites, time points, outcomes, and key predictors.
- ☐ Identify auxiliary variables that predict missingness or the missing values.

Analysis decision

Decision	Selected approach	Rationale
Primary analysis		
Imputation model		
Number of imputations		
Pooling or variance method		
Sensitivity analysis		

Final checks

- ☐ The strategy is compatible with the estimand and planned statistical model.
- ☐ Imputation includes the outcome, analysis variables, design variables, and useful auxiliaries.
- ☐ Diagnostics and sensitivity analyses address assumptions that the observed data cannot verify.

Use this resource with the related DataStatPro guide. Adapt every decision to the approved protocol, data structure, and destination requirements.