



**Australian Government**  
**Department of Defence**  
Estate and Infrastructure Group

**SUPPLEMENTARY INSTRUCTION**

**GEMS DATA MANAGEMENT HANDBOOK**

**INSTRUCTIONS**

**FOR**

**ESTATE & EQUIPMENT GDL PROCESS WORKFLOW**

### DOCUMENT PROPERTIES

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### Document Approval

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## Introduction

1. This instruction provides direction and guidance for all entities involved in the collection and documenting of Defence information required throughout a project lifecycle. The attached Estate and Equipment Workflow Processes details a step-by-step activity and responsible party in sequential order for the collection, supply and processing of project information.

## Estate & Equipment GDL Process Workflow Steps Explanatory Notes

2. In accordance with the [GEMS Data Management Handbook](#) for Estate and Equipment information, the project is required to create and submit shell records in an applicable GDL as early as practical to the EMOS for review but no later than:

- a. Estate GDL – Design 90%, and
- b. Equipment GDL – Construction 50%.

3. The following explanatory notes are provided for respective steps in the Estate and Equipment GDL process workflow:

- a. **Step 1.** The project prepares the Estate or Equipment GDL as per the GEMS Data Management Handbook requirements. If required, seek advice and assistance from the EMOS to clarify or resolve any estate classification issues. When prepared, submit to the EMOS for validating.
- b. **Step 2.** The EMOS shall review and validate the submitted Estate and/or Equipment GDLs provided by the project for completeness and accuracy with the Estate Register Information Manual (ERIM) and associated data business rules. During this review, the EMOS will allocate an equipment EBI to the Equipment GDL before submitting to the GEMS Master Data Team (GEMS MDT). Note that GDLs that do not pass the validation check by the EMOS are returned to the project for amendment and resubmission. GDLs that do pass the validation check by the EMOS will be submitted to the GEMS MDT for further processing.
- c. **Step 3.** Upon receipt of the validated Estate and Equipment GDLs, the GEMS MDT will assign an appropriate Estate EBI before processing both Estate and / or Equipment GDLs within GEMS. Note that for Steps: 3a & 3b, a receipt for processed Estate and Equipment shell records will be issued to both EMOS and Project.
- d. **Step 4.** The project is responsible for requesting from the GEMS MDT all required Estate and Equipment Update GDLs throughout the project lifecycle. Note: The Update GDL has additional fields available not previously accessible in the Create GDL process which should be gathered throughout delivery.
- e. **Step 5.** The GEMS MDT will supply the requested Update Estate and/or Equipment GDLs to the project to allow progressive capture of information.
- f. **Step 6.** The Project is responsible for updating the Estate and Equipment GDL with all relevant attributes data. Once completed, the project will send the completed Estate and Equipment GDLs to the EMOS for review and validation.

- g. **Step 7.** The EMOS shall review and validate the Update Estate and/or Equipment GDLs provided by the project for completeness and accuracy with the ERIM and associated data business rules before submitting to the GEMS MDT. Note that Estate and Equipment GDLs that do not pass the validation check by the EMOS are returned to the project for amendment and resubmission. GDLs that do pass the validation check by EMOS will be submitted to the GEMS MDT for further processing.
- h. **Step 8.** Upon receipt of the validated Estate and Equipment GDLs from the EMOS, the GEMS MDT will load the data / files into GEMS and advise the project and EMOS once this is completed. Note that for steps 8a & 8b, a receipt for processed Estate and Equipment GDLs will be issued to both EMOS and project.
- i. **Step 9.** Within the construction Pre-mobilisation phase, and no later than 50% Construction, the project is responsible for procuring ALL labels in accordance with the [E&IG Signage and Labelling Standards](#) published on DEQMS.
- j. **Step 10.** The Project is responsible for applying ALL labels in accordance with the [E&IG Signage and Labelling Standards](#) published on DEQMS. Note that the project can request that the EMOS procure labels on their behalf, and this must be agreed by the respective EMOS at project commencement. The project is responsible for the cost of all labels.
- k. **Step 11.** For the project HOTO all of the preceding steps must be completed satisfactorily as outlined in the [Hand Over Take Over plan and checklist](#) found on DEQMS.

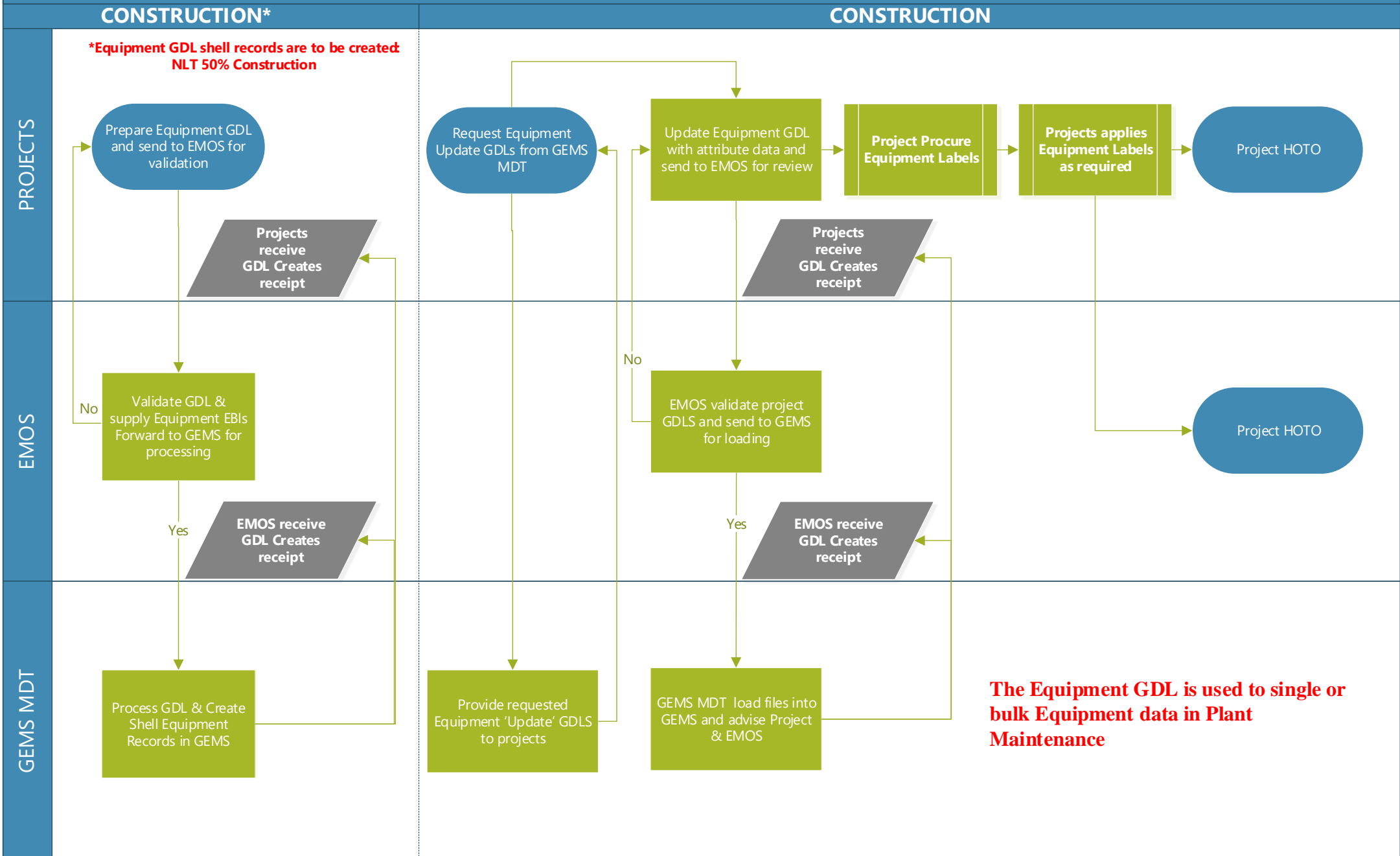
## **Review**

4. The Directorate Estate Planning & Upkeep (DEPU) will regularly review the application of the Estate and Equipment GDL work flow and processes in conjunction with the GEMS MDT and the EMOS PSS. Comments, feedback and suggested improvements can be sent to the DEPU Inbox [eigersvicedelivery.esddepu@defence.gov.au](mailto:eigersvicedelivery.esddepu@defence.gov.au)

## **Attachments**

- 1) Estate GDL Process
- 2) Equipment GDL Process

# EQUIPMENT GDL PROCESS WORKFLOW



# ESTATE GDL PROCESS WORKFLOW

## DESIGN\*

## CONSTRUCTION

\*Estate GDL shell records are to be created:  
NLT 90% Design

PROJECTS

Prepare Estate GDL and send to EMOS for validation

Projects receive GDL Creates receipt

Request Estate Update GDL from GEMS MDT

Update Estate GDL with attribute data and send to EMOS for review

Project Procure Estate Signs / Labels

Projects applies Estate Signs / Labels

Project HOTO

EMOS

Validate GDL & send to GEMS for processing

Yes

EMOS receive GDL Creates receipt

No

EMOS validate project GDL and send to GEMS for loading

Yes

EMOS receive GDL Creates receipt

Project HOTO

GEMS MDT

GEMS MDT apply Estate EBI & Create Shell Records in GEMS

Provide requested Estate 'Update' GDL to project

GEMS MDT load files into GEMS and advise Project & EMOS

**The Estate GDL is used to enter single or bulk Estate data:- Building, Level, Space, Land Space, Infrastructure, Infrastructure systems, Equipment systems in Plant Maintenance and Real Estate modules in SAP**

