DATA ITEM DESCRIPTION

1. DID NUMBER: DID-PM-DEF-DCOD-V5.3
2. TITLE: DATA MANAGEMENT SYSTEM CONCEPT OF OPERATION DOCUMENT
3. DESCRIPTION and intended use

The Data Management System (DMS) Concept of Operation Document (COD) describes the Contractor’s implementation of the DMS Contract requirements to enable electronic interchange and processing of Contract data.

The Contractor uses the DMS COD to:

describe the Contractor’s implementation of the DMS;

detail the requirements for implementing the DMS at the Commonwealth’s premises; and

provide an operators’ manual for all authorised users, including Commonwealth Authorised Users, to enable the DMS to be effectively operated.

The Commonwealth uses the DMS COD to:

understand the Contractor’s implementation of the DMS;

determine any Commonwealth actions to implement, operate and manage the DMS; and

operate the DMS.

1. INTER-RELATIONSHIPS

The DMS COD is subordinate to the following data items, where these data items are required under the Contract:

Project Management Plan (PMP);

Integrated Support Plan (ISP); and

Technical Data Plan (TDP).

The DMS COD inter-relates with the following data items, where these data items are required under the Contract:

all data items derived from the Master Technical Data Index (MTDI); and

Data Accession List (DAL).

1. Applicable Documents

The following documents form a part of this DID to the extent specified herein:

|  |  |
| --- | --- |
| 1. Nil. |  |

1. Preparation Instructions
   1. Generic Format and Content

The data item shall comply with the general format, content and preparation instructions contained in the CDRL clause entitled ‘General Requirements for Data Items’.

* 1. Specific Content
     1. DMS Overview

The DMS COD shall:

explain the purpose of the DMS;

describe the physical and logical architecture of the DMS to the extent that all parties need to understand in order to be able to connect with the DMS; and

list the computing equipment, including any special hardware or software, required by the Commonwealth Authorised Users of the DMS.

* + 1. DMS Users

The DMS COD shall:

identify all users of the DMS, including Commonwealth Authorised Users;

detail the access rights of the Commonwealth Authorised Users at all locations to the DMS; and

detail the access rights of the Contractor and the Subcontractors to the DMS.

* + 1. DMS Contract Data

The DMS COD shall:

list the types of electronic data that shall be available for both formal and informal communications via the DMS;

identify the processes for updating and maintaining the index of data within the DMS, including, if required under the Contract, the data defined by the DAL; and

list all the electronic data formats used in the DMS for which the Commonwealth Authorised Users will be provided access.

* + 1. DMS Implementation and Management

The DMS COD shall:

list all software packages and necessary licences required to be supplied by the Contractor to enable the Commonwealth Authorised Users to access the electronic data in the DMS (both locally and remotely);

detail the procedures, which are required to be followed by the Commonwealth Representative, for the configuration of all necessary software that is required to provide full DMS functionality, including the administration procedures to control access rights;

detail the Configuration Management (CM) procedures used for the management of the DMS, including:

cross-platform document CM (eg, across mirrored sites, Contractor-to-Subcontractor, etc);

electronic document management; and

where these CM procedures are not covered by the Configuration Management Plan (CMP) delivered under the Contract;

detail any time restrictions, using Australian Eastern Standard Time, when DMS access may be limited (eg, DMS scheduled maintenance);

detail the system security aspects of the DMS, including:

controlled system access;

system administration functions to control data access;

file transfer protocols used;

security classification of material that will be able to be released on the DMS;

procedures for the handling, management, transfer, release, etc, of classified material (if required);

procedures for periodic back-up of electronic data, including a list of the data files that should be backed up, how the backup is performed, and how such files are recovered; and

any other requirements to ensure that the DMS appropriately addresses cyber security;

detail the system administration functions of the DMS, which Commonwealth Authorised Users may be required to perform, including a description of all routine administration that is to be carried out and the actions required to perform such administration;

detail the procedures to be used in formal and informal communications for the following:

notification of actions between the Commonwealth Authorised Users (eg, delivery, receipt, approval, non-approval, comments, etc);

access and navigation of the DMS;

downloading, uploading, and viewing DMS data; and

how comments are to be provided for each document type (eg, native file formats, etc);

detail how the DMS manages the promotion of data from one status to the next (eg, working, draft submission, final submission, Approved, and Accepted);

detail the point-of-contact for assisting Commonwealth Authorised Users with problem resolution and to answer questions concerning the DMS; and

detail any other DMS miscellaneous issues.

* + 1. DMS Training

The DMS COD shall detail the training plan for the DMS, including:

proposed venue(s);

proposed instructors;

participants;

length of the training session;

scheduled training date(s); and

training materials that will be provided.