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Check out previous editions of GEMS Connect.

<http://jpa.gov.bn/gems/EN/downloads.htm>

Upcoming GEMS Activities for Release 2A

The remaining six modules of GEMS will be implemented in PMO (including Energy Division) and its five departments on the 28th January 2010.

With the second major release approaching fast, a series of GEMS activities will be occurring in the next few months up to the day GEMS R2A will 'Go-Live'.

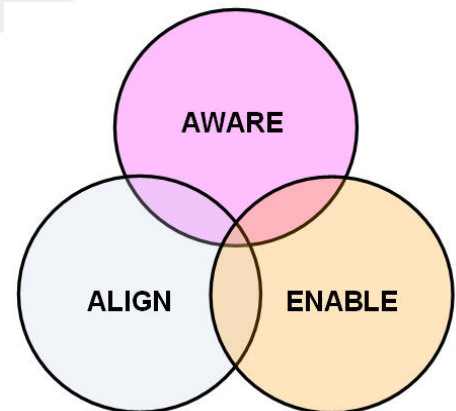
This article will help us understand:

- the **GEMS Approach** that will be used for R2A
- the various activities that will be occurring in the different stages of the **GEMS Approach**
- how we can be better prepared for those activities

The GEMS Approach and its Activities

All HR Users and Self-Service Users in PMO (including Energy Division) and its five departments will undergo a series of change activities specifically designed to meet the three main objectives defined below:

1. To create an **AWARENESS** and know what to expect in the next few months by
 - holding a mass briefing event
 - providing educational materials about GEMS
2. To **ALIGN** the current work processes with the new GEMS processes by
 - determining which administrative staff best fits the new roles defined in GEMS
3. To **ENABLE** future GEMS users with the skills to use the system by
 - providing comprehensive training courses for specific GEMS roles that has been defined for an administrative staff



Find out what the key activities are in each of the objectives above and how to prepare for them by going to

Upcoming GEMS Activities for Release 2A

(http://jpa.gov.bn/gems/EN/Features_Bank/GEMS_R2_Upcoming_GEMS_Activities_R2A.htm)



HR User Mass Briefing for Release 2A

To meet the **Awareness Objective** of the GEMS Approach, a HR User Mass Briefing will be held in early December 2009. This event will help us HR Users to prepare for all the upcoming GEMS activities that we will be involved in for R2A. In this article, we will understand the types of information that will be shared in the event and what sort of notifications to look out for as the date for the event draws near.

This article will briefly talk about

- the benefits we will gain from attending this event
- how to prepare for the upcoming event
- how we will be notified about the event before it happens

Benefits Gained

It is important for all HR Users to attend the mass briefing event as it will help us to

- understand about the positive changes that GEMS will bring,
- know the implications it will have in our working environment
- know how to prepare for the training program that we will be attending soon.

Preparing for the Event

As HR Users that have already been engaged and trained in **R1 (Release 1)**, there are only two things that we need to prepare before coming to the mass briefing event.

- Check our emails daily for notifications about the event
- Bring our GEMS bag, pen and HR User Training Kit

As HR Users who has not been engaged in **R1 (Release 1)** and are new to GEMS, we are just required to turn up for the event.

Notifications

Our local **Change Agents** will come around to give us a friendly reminder about the mass briefing event and how to prepare for it. In addition, an email notification will be sent to us a few days before the actual event will occur so be sure to check our emails on a daily basis.

HR User Mass Briefing for R2A

Invitations Are Open to All HR Users in PMO (including Energy Division) and its five departments (PSD, PSC, AUDIT, MSD, IPA and the Energy Division)



Check for more updates of the above event by going to the **Upcoming Activities** link by clicking on **Quick Links to GEMS Releases**
(http://jpa.gov.bn/gems/EN/index.htm#Quick_Links_to_Major_GEMS_Releases)



Skilling Up for Release 2A

As HR User, there are different roles that we play in GEMS. Each role consists of specific skill sets that we need to obtain in order to operate GEMS effectively. A training program will be provided to us before 'Go-Live' day to ensure our readiness in applying GEMS into the work that we do everyday.

This article will help us to understand:

- the type of roles and skill sets that we will be trained on
- how we will be receiving those training

Type of Roles and Skill Sets Trained in Release 2A

The type of skills that we will be trained on depends on the roles that we have in GEMS. Below are some examples on the type of roles and skills that we will be trained on:

Modules	Roles to be Trained	Some Examples of the Skills Acquired
Benefits Management	Housing Specialist	<ul style="list-style-type: none"> • Plan and set up the general claims configurations for housing rent
	Benefits Administrator	<ul style="list-style-type: none"> • Plan and set up the general claims configurations for uniforms • Set up definition and security elements of eligibility for Benefits.
Absence Management	Human Resource Specialist	<ul style="list-style-type: none"> • Manage and update leave entitlements, leave takes, work days and holiday schedules.

Check out the complete summary table on the web by going to

Skilling Up for Release 2A

(http://jpa.gov.bn/gems/EN/Features_Bank/GEMS_R2_Skilling_Up_For_R2A.htm)

The Training Program

The training program is made up of a series of role-specific courses to allow us to focus on the roles that we will be having in GEMS. Facilitated with interactive computers, the training workshop will be conducted with a learn-by-doing method thus providing us with a hands-on experience of GEMS in a safe training environment.

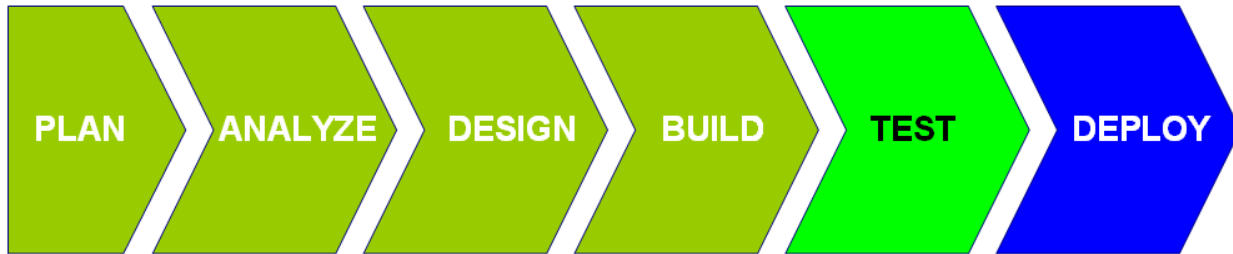
Find out more about the various facilities that will be provided by going to the Training Program

(http://jpa.gov.bn/gems/EN/Features_Bank/GEMS_R2_Skilling_Up_For_R2A.htm#The_Training_Program)



Where is GEMS Now?

Project Progress for Release 2



This month, the GEMS team is in the final phase of the **TEST** stage where a UAT (User Acceptance Test) is being conducted to ensure that all system components are working according to the agreed requirements. In the UAT, key business process owners from R2A (Release 2A) sites will be performing the testing and identifying any system components that needs to be adjusted before it is signed off for deployment.

In the aspect of training, all materials have been developed and is currently being finalized. The GEMS team will begin shifting their work focus from developing training materials to preparing the training workshops for HR Users. Some examples of the workshop preparation that the GEMS team will be doing are setting up a practical training environment, populating it with mock-up data and scheduling a suitable training curriculum. .

Find out what the GEMS Team has been doing in the past by going to **Project Progress** (<http://jpa.gov.bn/gems/EN/progress.htm>)

GEMS Latest FAQs

How often should I check the GEMS Information Website?

The GEMS Information Website is updated on a monthly basis. There may be exceptional cases where important information is published onto the website whenever necessary. It is therefore recommended that you visit the GEMS Information Website every 2 weeks (Eg. 1st and 3rd week of every month).

If I have any questions about GEMS, who can I contact?

You can contact the GEMS team at gems@psd.gov.bn and we will do our best to answer your questions. You can also contact the Public Service Department if you have any further queries about GEMS. We can be reached at +673-2382407

Do you have any questions about GEMS? Do you have any suggestions about the GEMS?

Email them to gems@psd.gov.bn. Your questions will be answered, published in the next edition of GEMS Connect and made available in the website.