



Your Company Name

Configuration Management Plan

Date

www.SDLCforms.com



Revision History

Date	Version	Author	Change

www.SDLCforms.com

COPYRIGHT NOTICE
Confidential – ©2015 Documentation Consultants
All rights reserved. These materials are for internal use only. No part of these materials may be reproduced, published in any form or by any means, electronic or mechanical, including photocopy or any information storage or retrieval system, nor may the materials be disclosed to third parties without the written authorization of (Your Company Name).



Table of Contents

1 Purpose	4
2 Target audience	4
3 Abbreviations and glossary of terms.....	5
3.1 Abbreviations	5
3.2 Glossary of Terms.....	5
4 Organization.....	6
4.1 Activities and Responsibilities	6
4.2 Decision Process and Responsibilities	7
5 Configuration Control Board (CCB)	7
5.1 Individual CCB Responsibilities.....	8
6 The Configuration Control process	9
6.1 Definition of Configuration Control	9
6.2 Configuration Control Steps	9
7 Configuration audits.....	10
8 Configuration Management Plan Approval	11



Note: Text displayed in blue italics is included to provide guidance to the author and should be deleted before publishing the document. In any table, select and delete any blue line text; then click Home→Styles and select “Table Text” to restore the cells to the default value.

1 PURPOSE

The primary objective of a Configuration Management (CM) Plan is to inform project stakeholders about how CM is used to manage the project, what tools are used, and how they will be implemented to achieve project success.

The CM Plan defines the project’s structure and methods for:

- Identifying, defining and baselining Configuration Items (CI)
- Controlling modifications and release of CI items
- Recording and reporting the status of CIs and any requested modification
- Ensuring completeness, accuracy and consistency of CIs
- Control of the storage, handling and delivery of the CIs.

2 TARGET AUDIENCE

The minimal intended audience for the plan includes the following personnel:

- *Project sponsors*
- *Project Manager*
- *Project team*
- *Software Configuration Manager*
- *Quality Manager*
- *Development Manager*
- *Lead Engineer.*



3 ABBREVIATIONS AND GLOSSARY OF TERMS

3.1 Abbreviations

Abbreviation	Meaning
<i>CM</i>	<i>Configuration Management</i>
<i>CI</i>	<i>Configuration Item</i>
<i>SCM</i>	<i>Software Configuration Manager</i>

3.2 Glossary of Terms

Term	Meaning
<i>Configuration Management</i>	<i>Inform project stakeholders about how CM is used to manage the project, what tools are used, and how they will be implemented to achieve project success.</i>
<i>Configuration Control Board</i>	<i>The CCB is comprised of the project sponsor, project manager, software configuration manager, the Lead Engineer and any software engineers (depending on issues) for configuration items under discussion.</i>



4 ORGANIZATION

Describe the Configuration Management organization. Software configuration is managed by team members. Responsibilities are shared between:

- *Software Configuration Manager (SCM)*
- *Project Manager (PM)*
- *Quality Manager (QM)*
- *Development Manager (DM).*

4.1 Activities and Responsibilities

List the functions required to manage the configuration of the software and the associated responsibilities.

Setting Up Project Activities	Individual Responsible
<i>Identify configuration items</i>	<i>Software Configuration Manager</i>
<i>Install bug repository tool and set up a database</i>	<i>Software Configuration Manager</i>
<i>Define the configuration process</i>	<i>Software Configuration Manager</i>
Project Planning Life Cycle Activities	Individual Responsible
<i>Create version, write version delivery document</i>	<i>Software Configuration Manager</i>
<i>Approve reference configuration</i>	<i>Software Configuration Manager</i>
<i>Do configuration audits</i>	<i>Software Configuration Manager</i>
<i>Archive reference version</i>	<i>Software Configuration Manager</i>
<i>Do configuration audits</i>	<i>Quality Manager</i>
<i>Verify version to be delivered and authorize deliveries</i>	<i>Project Manager</i>
Management Activities	Individual Responsible
<i>Manage versions and archives</i>	<i>Software Configuration Manager</i>
<i>Manage configuration records</i>	<i>Software Configuration Manager</i>
<i>Manage reference space and its access control list</i>	<i>Software Configuration Manager</i>
<i>Manage quality reports</i>	<i>Quality Manager</i>



4.2 Decision Process and Responsibilities

List the responsibilities required to manage the configuration of the software and the associated responsibilities.

Project Activities	Individual Responsible
<i>Present a configuration state of the components impacted by the activity</i>	<i>Software Configuration Manager</i>
<i>Present a documentation state of the components impacted by the activity</i>	<i>Software Configuration Manager</i>
Process Audit Activities	Individual Responsible
<i>Accomplish the configuration process audit</i>	<i>Project Manager</i>
<i>Present the records of the configuration management process</i>	<i>Software Configuration Manager</i>
<i>Present the quality records of the configuration management process</i>	<i>Quality Manager</i>
<i>Present the records of the documentation management process</i>	<i>Software Configuration Manager</i>

5 CONFIGURATION CONTROL BOARD (CCB)

The CCB is comprised of the project sponsor, project manager, software configuration manager, the Lead Engineer and any software engineers (depending on issues) for configuration items under discussion.

The CCB is responsible for the following activities:

- *Review and approve/reject configuration change requests*
- *Ensure all approved changes are added to the Configuration Management Database (CMDB)*
- *Seeking clarification on any Configuration Items, as becomes necessary.*



5.1 Individual CCB Responsibilities

Role	Responsibilities
<i>Project Sponsor</i>	<ul style="list-style-type: none"> • <i>Chairing all CCB meetings</i> • <i>Provide approval for any issues that require additional scope, time and cost.</i> • <i>Participation in CM meetings.</i>
<i>Project Manager</i>	<ul style="list-style-type: none"> • <i>Overall responsibility for all CM activities.</i> • <i>Identification of Configuration Items (CIs).</i> • <i>Communicating CM activities to project sponsors and stakeholders.</i> • <i>Participation in CM meetings.</i> • <i>Re-baselining, if necessary, any items impacted by CM changes.</i>
<i>Software Configuration Manager</i>	<ul style="list-style-type: none"> • <i>Overall management of the CMDB.</i> • <i>Identification of CIs.</i> • <i>Providing configuration standards and templates to the project team.</i> • <i>Providing any required configuration training.</i> • <i>Assigning the CI to a Lead Engineer.</i> • <i>Participation in CM meetings.</i>
<i>Lead Engineer</i>	<ul style="list-style-type: none"> • <i>Creating a focus group of engineers to develop the change record.</i> • <i>Ensure all change requests comply with approved templates and standards prior to the CCB.</i> • <i>Identification of CIs.</i>
<i>Software Engineers</i>	<ul style="list-style-type: none"> • <i>Each member of the selected focus group will provide input to the change required prior to submitting the change request to the Lead Engineer for review and presentation at the CCB.</i>



6 THE CONFIGURATION CONTROL PROCESS

6.1 Definition of Configuration Control

Configuration Control is the process of systematically controlling and managing all steps of the configuration throughout the project life cycle. In order to effectively accomplish project Configuration Management, it is important to use a process which ensures only necessary configuration changes are implemented.

As with any change management efforts, configuration change decisions must be made with the understanding of the impact of the change. Configuration control is an integral and important part of the Configuration Management Plan.

6.2 Configuration Control Steps

All CIs are identified by the project team. The sequence of processing a CI is as follows:

- *The Configuration Manager will assign a CI name.*
- *The CI will be entered into the CMDB in an "initiate" status.*
- *The CI will then be assigned to an engineer focus group.*
- *Each member of the focus group will have the ability to access the CI through the CMDB, make changes and edits, and enter the CI back into the CMDB with a description of the change annotated in the CMDB log.*
- *It is imperative that for any software changes, testing is conducted by the focus group in order to validate the changes made. The focus group Lead Engineer is responsible for ensuring that successful testing has been accomplished. The Lead Engineer is also responsible for assigning new version numbers and CMDB status for any changes made by his/her assigned focus group.*
- *The Lead Engineer, Configuration Manager, and Project Manager will work together to ensure that these relationships are fully understood.*
- *The Lead Engineer and Configuration Manager will then be responsible for illustrating these relationships and co-dependencies in the CMDB to ensure a complete understanding of each CI and how they related to one another.*
- *Any configuration changes which are identified by the project team or stakeholders must be captured in a Configuration Change Request (CCR) and submitted to the CCB.*
- *The CCB will review, analyze, and approve/reject the request based on the impact, scope, schedule and cost of the proposed change.*
- *If the change is approved, the project requirements will be re-baselined, if necessary, and all changes will be communicated to the project team and stakeholders by the Project Manager.*
- *Rejected CCRs may be resubmitted with additional information for reconsideration by the CCB.*



7 CONFIGURATION AUDITS

Audits are an important part of the project and configuration management. The purpose of an audit is to ensure that established processes are being followed as intended and to provide an opportunity to correct any deviations from these processes.

Configuration audits will be an ongoing part of the life cycle. The express purpose of the configuration audit is to ensure all team members understand their roles and that they are following the established procedures and processes for configuration management.

Project audits will be accomplished by the CM and will occur prior to any major software release or at the Project Manager or Sponsor's discretion, if they determine the need exists.

Throughout the project, the CM will work closely with Lead Engineers to ensure that all configuration processes and procedures are being followed.

The CM will accomplish the following tasks:

- *Establish an audit environment in the CMDB.*
- *Copy all of the latest software, data and document versions in to the audit environment;*
- *Ensure that all versions are correctly numbered and the version control has been performing properly.*
- *Analyze historical versions and timestamps of all software, data and documents to ensure that all changes/edits were properly recorded and captured.*
- *Copy the latest software versions and conduct software testing to ensure requirements are being met.*
- *Ensure all required artifacts are present and current in the CMDB.*
- *Ensure all approved CCRs have been incorporated into the project and are recorded in the CMDB.*
- *The CM will compile his/her audit findings. For each finding, the CM must work with the Project Manager and team to identify the corrective action(s) necessary to resolve the discrepancy and assign responsibility for each corrective action.*
- *Upon completion of the project audit and findings, the CM will note all discrepancies and compile a report to be presented to the Project Manager, project sponsor and senior IT executives.*



8 CONFIGURATION MANAGEMENT PLAN APPROVAL

The undersigned acknowledge that they have reviewed the <Project Name> Configuration Management Plan and agree with the information presented therein.

List the individuals whose signatures are desired. Examples of these individuals are shown below.

Title	<i>Project Sponsor</i>	Role	<i>Director, Accounts Payable</i>
Signature		Print Name	
Date			
Title	<i>Project Manager</i>	Role	<i>Project Manager</i>
Signature		Print Name	
Date			
Title	<i>Software Configuration Manager</i>	Role	<i>Manager, SCM</i>
Signature		Print Name	
Date			
Title		Role	
Signature		Print Name	
Date			
Title		Role	
Signature		Print Name	
Date			