FOODIES

Change Control Board

APRIL 30, 2019

Version: V1.1

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Revision History

Name	Date	Reason For Changes	Version	Author	Reviewed By
	5/2/2019	initial draft	1.0	Mariam Nesiem	Aya Hamdy
	5/3/2019	Edit on document template	1.1	Mariam Nesiem	Maryam Mohamed
	5/3/2019	Edit on Revision History Table	1.2	Mariam Nesiem	Maryam Mohamed

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Introduction

Purpose

This document describes the process that is to be used for requesting and managing changes to work products created or maintained by the members of project. This process will facilitate communication about requested changes among the stakeholders of project, provide a common process for resolving requested changes and reported problems, and reduce the uncertainty around the existence, state, and outcome of a change that has been requested in a work product.

Scope

Any stakeholder of project can submit the following types of changes to the change control system:

- requests for requirements changes (additions, deletions, modifications, deferrals) in software currently under development
- requests for enhancements in current production systems

This change control process applies to baseline work products created or managed by the members of the project, including:

- software that has been released to production or is in beta test
- requirements specifications
- user and technical documentation

The following work product classes are exempted from this change control process:

- work products that are still under development
- any work products intended for individual use only

Roles and Responsibilities

Role	Name
CCB Chair	Aya Hamdy
Modifier	Marwa Sheshtawy , Maryam Mohamed , Mariam Nesiem , Hossam Galall , Dina Ibrahim
Originator	Mohamed Gamal
Project Manager	Aya Hamdy
Verifier	Marwa Sheshtawy , Maryam Mohamed , Mariam Nesiem , Hossam Galall , Dina Ibrahim

Change Request Status

Notifications Any time an issue status is changed, so send an e-mail notification to the change Originator, the change Modifier, and/or the CCB Chair, as specified below.
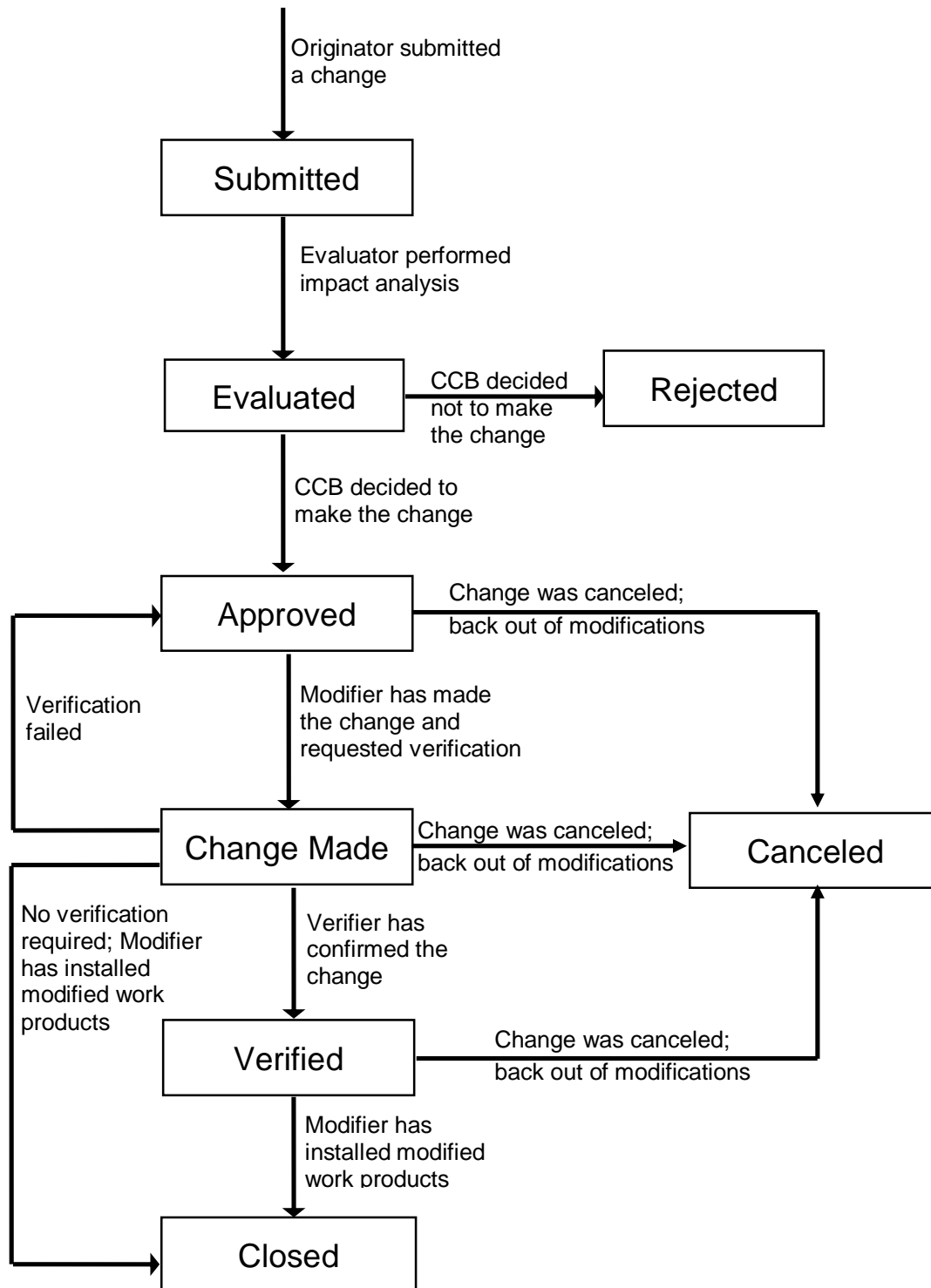
Possible Statuses

Status	Meaning
Approved	The CCB decided to implement the request and allocated it to a specific future build or product release. The CCB Chair has assigned a Modifier.
Canceled	The Originator or someone else decided to cancel an approved change.
Change Made	The Modifier has completed implementing the requested change.
Closed	The change made has been verified (if required), the modified work products have been installed, and the request is now completed.
Evaluated	The Evaluator has performed an impact analysis of the request.
Rejected	The CCB decided not to implement the requested change.
Submitted	The Originator has submitted a new issue to the change control system.
Verified	The Verifier has confirmed that the modifications in affected work products were made correctly.

Problem Severity Descriptions.

Severity	Examples
Minor	Cosmetic problem, usability improvement, unclear error messages; customer can live with the problem (default)
Major	Problem adversely affects product functioning, but a workaround is available; customer will be annoyed; serious usability impairment; problem blocks some testing
Critical	Product does not function at all or crashes; the wrong results are generated; further testing of the application is not possible
Emergency	Anything that requires a change to be made immediately, bypassing the change control process temporarily

State-Transition Diagram for Change Statuses.

Originator submitted
a change

↓

| Submitted |

Evaluator performed
impact analysis

↓

| Evaluated | → CCB decided not to make the change → | Rejected |

CCB decided to
make the change

↓

| Approved | → Change was canceled; back out of modifications →

Verification
failed

Modifier has made
the change and
requested verification

↓

| Change Made | → Change was canceled; back out of modifications → | Canceled |

No verification
required; Modifier
has installed
modified work
products

Verifier has
confirmed the
change

↓

| Verified | → Change was canceled; back out of modifications →

Modifier has
installed modified
work products

↓

| Closed |

Procedure

Entry Criteria	1. Change control board is established for the project. 2. Baselined work products exist. 3. The Originator has submitted a valid issue or change request with all necessary information to the CCB Chair.
Verification	1. The Modifier notifies the Originator and Verifier (if one was assigned) that the change has been made and makes all modified work products available to the people responsible for verification. 2. The Verifier performs the agreed-upon verification steps. 3. If verification is successful, the Verifier sets the status to Verified. 4. If verification is not successful, the Verifier sets the status back to Approved and describes the problem in the Response attribute. Tool sends e-mail to the Originator and Modifier. The process resumes with Task #**Error! Reference source not found.**. 5. For a problem report issue or an enhancement request issue, the Modifier installs the modified work product as appropriate and updates the product baseline. For requirements changes, the Modifier updates version numbers on all modified work products per the project's version control procedure, checks them back into the version control system, updates requirements traceability information and requirements status attributes as necessary, and updates the requirements baseline. 6. The Modifier sets the status to Closed. Tool sends e-mail to the Originator and CCB Chair.
Change Control Status Reporting	The CCB Chair generates a report at the end of each month summarizing the status of the contents of the change control database. These reports identify all status changes made in the previous month, list the status of all change requests that currently have a status other than Rejected or Closed, and indicate the level of change activity. The project leadership team reviews these reports to determine whether any corrective actions are necessary.
Exit Criteria	1. The status of the request is either Rejected or Closed. 2. The modified work products have been correctly installed into the appropriate locations. 3. The Originator, CCB Chair, and Project Manager have been notified of the current status. 4. Pertinent requirements traceability information has been updated.