

foodies

Change Control Board



April 30, 2019

Version: V1.1

Prepared by: Mariam Nesiem

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 |
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# Introduction

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| 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. |
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| 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:   1. software that has been released to production or is in beta test 2. requirements specifications 3. user and technical documentation   The following work product classes are exempted from this change control process:   1. work products that are still under development 2. any work products intended for individual use only |
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# Roles and Responsibilities

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| **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 |

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# Change Request Status

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| 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. |

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| 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.

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| **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.**

Submitted

Evaluated

Rejected

Approved

Change Made

Verified

Closed

Verifier has confirmed the change

Modifier has installed modified work products

Verification failed

Modifier has made the change and requested verification

No verification required; Modifier has installed modified work products

CCB decided to make the change

CCB decided not to make the change

Evaluator performed impact analysis

Originator submitted a change

Canceled

Change was canceled; back out of modifications

Change was canceled; back out of modifications

Change was canceled; back out of modifications

Procedure

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| 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. |
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| 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. | |
|  | 1. The Verifier performs the agreed-upon verification steps. | |
|  | 1. If verification is successful, the Verifier sets the status to Verified. | |
|  | 1. 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 #7. | |
|  | 1. 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. | |
|  | 1. The Modifier sets the status to Closed. Tool sends e-mail to the Originator and CCB Chair. | |
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| 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. |
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| 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. |
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