**Configuration Management Plan**

**Project:** Telco Cloud Migration  
**Date:** May 2025

**1. Purpose**

To control, manage, and track changes in the cloud migration project’s hardware, software, documentation, and configurations ensuring integrity and traceability.

**2. Configuration Items (CIs)**

* Cloud environment infrastructure templates
* Application configuration files and deployment scripts
* Network configuration settings
* Project documentation and deliverables

**3. Roles and Responsibilities**

| **Role** | **Responsibility** |
| --- | --- |
| Configuration Manager | Maintains configuration records and baselines |
| Project Manager | Approves changes and enforces policies |
| Developers/Engineers | Request changes and update configurations |
| QA Team | Validates configuration before deployment |

**4. Change Control Process**

* Change requests submitted via formal Change Request Form
* Impact analysis conducted by relevant teams
* Approval required from Change Control Board (CCB)
* Document all changes and update baselines

**5. Tools and Repositories**

* Version control system (Git) for all code and scripts
* Document repository (SharePoint) for project documentation
* Issue and change tracking tool (Jira)