

CONFIGURATON MANAGEMENT PLAN

**Version 1.0**

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**22/10/2019**

**Revision History**

|  |  |  |  |
| --- | --- | --- | --- |
| **Version** | **Date** | **Author** | **Content** |
| 1.0 | 22/10/2019 | Đạt Huỳnh | Release Configuration Management Plan Version 1.0 |
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1. **Document Introduction.**
   1. **Purpose**

The document is intended to serve as a standard for team members in the execution of the change management process. It outlines the objectives of the Configuration Management Plan, details what products are to be placed under change control, and describes the processes by which work products are controlled.

* 1. **Audience**

|  |  |  |
| --- | --- | --- |
| **Intended Audience** | **Name** | **Reading Suggestions** |
| Team Member | * Huỳnh Tuấn Đạt * Nguyễn Anh Minh * Trịnh Như Phương * Phan Quốc Nhân * Trương Quang Vương | Detailed communication plan report |
| Mentor | * Đặng Đình Hòa | Detailed communication plan report |
| Project Manager | * Huỳnh Tuấn Đạt | Detailed communication plan report |

TABLE 1. AUDIENCE MEMBER

1. **Configuration Management**
   1. **Organization**

The configuration management will be involved in configuration management activities.

Responsibility of configuration management: Because when develop team project we need follow regulations to support management better. All document in process need synchronize for Configuration Management Plan.

General guideline:

* + - * When you are creating documents or making changes, you need follow these general guidelines to prevent collisions.
      * If you not sure about the name of a new file or new directory where it should be saved, you need asked configuration manager in the team.
      * If you create a new file, check in this document if there is a convention that applies.
      * Not all artifacts produced during the software development project should be under configuration management. Files created as an intermediate step to the creation of an artifact should not be copied into the depot, even if these files are shared among team members. If we put under configuration management every file we create, the depot we’ll get cluttered. Use your best judgment here.
      * Many artifacts will be Word documents such as this plan. They all should use the same visual style and basic structure. Use the template available and avoid formatting paragraphs—use the styles available in the template.
      * Some artifacts will be PowerPoint presentations. For any studio-related presentation, use the PowerPoint template available.
  1. **Tools, environment and infrastructure**

|  |  |
| --- | --- |
| **Tool** | **Description** |
| Microsoft Office 365 | Team uses this tool to develop document, text editor. |
|  | Team uses this tool to develop schedule. |

TABLE 2.TOOLS, ENVIRONMENT AND INFRASTRUCTURE

1. **Assign Task Management Process**

**3.1 Process Diagram**

FIGURE 1.ASSIGN TASK MANAGEMENT PROCESS

**3.2 Description**

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Activity** | **Description** | **Role** |
| 1 | Analysis and Division work | Project Manager and leader each of phase before assign task for member in team will meeting to analysis and division work for member sure just only one member can execution work that task  Note : No two member in team work one task | Project Manager  Leader Phase |
| 2 | Assign task | After Analysis and division work step, PM and Leader phase assign task for each of member in team | Project Manager  Leader Phase |
| 3 | Integrate document on repository | When member in team execution and have done work will submit document in general repository that is Github | All team member |
| 4 | Review in team | After integrate document, PM will review all document of member, another member comment give for comment, feedback. | All team member |
| 5 | Make change | After Review in team step, each of member will make change themselve document | All team member |
| 6 | Submit document have changed in repository | Finally, each of member in team will submit again document have changed from last step and change version for document. PM will get version final of document | All team member |

TABLE 3. DESCRIPTION FOR CM PROCESS

1. **Detail Configuration Plan.**
   1. **Configuration Items**

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Category** | **CIs** | **Item List** |
| **1** | Document | Requirement | Name rule, font, size, color,content.  Revision.  In progress version (Ex: ver1.1, ver1.2 …)  Base line version (Ex:ver1.0,2.0,3.0…). |
| Architecture and Design |
| Implementation |
| Testing |
| Project Management |
| **2** | Drawing | Use case | Symbols for drawing |
| Class Diagram |
| Sequence Diagram |
| Context Diagram |
| **3** | Tool | Develop | Visual Studio Code, Android Studio |
| Draw | Draw.io |
| Create Document | Microsoft Word, Excel |
| Management | Trello, Excel |

TABLE 4. CONFIGURATION ITEMS

* 1. **Configuration Identification**
     1. **Document name**

|  |  |  |
| --- | --- | --- |
| **No.** | **Process Name** | **Process code** |
| 1 | Project Management | PM |
| 2 | Requirement | RE |
| 3 | Architecture | AR |
| 4 | Detail Design | DD |
| 5 | Implementation | IM |
| 6 | Testing | TE |

TABLE 5. DOCUMENT NAME CODE

***<Name of document> = <Code>\_<Name>\_<X.X>***

* ***“Code”*** is name code of document
* ***“Name***” is the name of document
* ***“X.X”*** is version of documentation: v0.1, v0.2…

Ex: Name of configuration management plan document of project:

**PM\_ConfigurationManagerment\_Ver1.0**

Note: Name rules for the meeting minute and time log:

* Meeting minute with customer:

**Meeting\_Customer\_<dd-mm-yyyy>**

* Meeting with mentor:

**Meeting\_Mentor\_<dd-mm-yyyy>**

* Meeting with team:

**Meeting\_Team\_<dd-mm-yyyy>**

Time log:

**Timelog\_<FirstName><LastName>**

* + 1. **Document content**
       1. **Described for Word documents**

|  |  |
| --- | --- |
| **Component** | **Regulations** |
| Font | Arial/Arial(Body) |
| Type | * Title: * Size 28 * Font: Arial/Arial(Body) * Font style: Bold * Font color: White * Header level 1: * Size 14 * Font: Arial/Arial(Body) * Font style: Bold * Font color: Blue * Header level 2: * Size 12 * Font: Arial/Arial(Body) * Font style: Bold * Font color: Blue * Header level 3: * Size 12 * Font: Arial/Arial(Body) * Font style: Bold * Font color: Blue * Header level 4: * Size 12 * Font: Arial/Arial(Body) * Font style: Bold * Font color: Blue |
| Table | * Column Header: * Fill color: Dark Blue * Size: 12 * Font color: White * Font style: Bold * Position: Align Left * Cell: * Fill color: No color * Size: 12 * Font color: Black |
| Header | * As header of this document |
| Footer | * As footer of this document |

TABLE 6.DESCRIBED FOR WORD DOCUMENTS

* + - 1. **Described for Excel documents**

|  |  |
| --- | --- |
| **Component** | **Regulations** |
| Font | * Arial |
| Column header | * Fill color (background): Blue * Size: 12 * Font color: White * Position: Align Left |
| Cell | * Fill color (background): No Fill * Size: 12 * Font color: Black |

TABLE 7.DESCRIBED FOR EXCEL DOCUMENTS

* + 1. **Symbols for drawing process**

FIGURE 2. SYMBOLS FOR DRAWING PROCESS

* + 1. **Process Submit document on repository**

FIGURE 3.PROCESS SUBMIT DOCUMENT

* + 1. **Process make change document on SVN**

FIGURE 4.PROCESS MAKE CHANGE DOCUMENT

* + 1. **Tool for access to repository**

|  |  |
| --- | --- |
| Criteria | Description |
| GitHub |  |

TABLE 8.TOOL FOR ACCESS TO REPOSITORY

### **4.2.6.1 Document and Source code repository**

|  |  |
| --- | --- |
| **Criteria** | **Description** |
| Name |  |
| URL |  |
| Username |  |
| Password |  |

TABLE 9.DOCUMENT AND SOURCE CODE REPOSITORY

* + 1. **Tools for editing documents**

|  |  |
| --- | --- |
| Name | Description |
| Microsoft Office | Use to create/ edit document |
|  |  |

TABLE 10.TOOLS FOR EDITING DOCUMENTS

* + 1. **Organize folders to store document**
* **Folder for General**

FIGURE 5.FOLDER FOR GENERAL

* **Folder for Private**

FIGURE 6.FOLDER FOR PRIVATE

* **Folder for Meeting minutes and template**

FIGURE 7. FOLDER FOR MEETING MINUTE AND TEMPLATE

1. **Configuration Auditing/Reporting**

**Storage Source Code :**

1. **Reference**