

Configuration management plan

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Chapter 1

Introduction

This document described how configuration management (CM) will be executed and maintained throughout the SOFA project. This includes documenting how the configuration items (CI) are documented. The roles and who is responsible for what CI. This document will describe which CI's will be communicated with stakeholders and the frequency thereof. The CM plan is important because without it things may be badly documented, things may be missed or people may do more work then is necessary.

Chapter 2

Strategy

This chapter has a high level overview of what can be expected of configuration management.

2.1 Scope

The configuration management will include all CI's of the projects. The CI are all things belonging to the project. Documents, hardware etcetera. CM also includes how to deliver what CI's to the stakeholders, the frequency and in what way. CM manager will also document how to use hardware/software related to the project. CI's used but not owned by the project will not be documented.

2.2 Responsibility

The CM manager is responsible for maintaining the structure of the CI table(CIT) and this document. Every owner of a CI is responsible for that CI and the documentation of that CI in the CIT.

Chapter 3

Procedures

This chapter describes the procedures the group follows for configuration management.

3.1 CI management

When new CI's are introduced the owner of the CI must make an entry in the CIT and keep this CI item updated at all times. The configuration manager will pulse group members if they do not update their CI.

When delivering a product the CM manager is responsible for the delivery to the stakeholder. This includes the product and documentation

Chapter 4

Deliverables

TODO