



ADDIS ABABA SCIENCE AND TECHNOLOGY UNIVERSITY
COLLEGE OF ELECTRICAL AND MECHANICAL ENGINEERING

DEPARTMENT OF SOFTWARE ENGINEERING

Course Name: Software Configuration Management

Section: B

Deliverable 4

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1.Change Control

1.1 Purpose of Change Control

The purpose of the Change Control process is to ensure that all modifications to the TO-DO List Manager system are **formally requested, reviewed, approved, implemented, and tracked** in a controlled manner.

This process prevents unauthorized changes, reduces project risks, and maintains the integrity of baselined Configuration Items (CIs).

All changes to documents, source code, configuration files, and data stored in the GitHub repository

`todo-scm-project` are subject to this change control procedure.

4.2 Change Control Process Overview

The Change Control process follows these steps:

1. **Change Identification**

A need for change is identified by a team member (bug fix, enhancement, UI improvement, or new feature).

2. **Change Request (CR) Submission**

The requester fills out a formal Change Request (CR) form and submits it to the Configuration Manager or Team Lead.

3. **Impact Analysis**

The impact of the change is evaluated in terms of:

- Affected Configuration Items (CIs)
- Required effort
- Technical risk
- Schedule impact

4. **Approval or Rejection**

The Team Lead / Configuration Manager reviews the CR and decides to:

- Approve
- Request modification
- Reject

5. **Implementation**

Approved changes are implemented using:

- A dedicated **feature branch**
- A **Pull Request (PR)** on GitHub
- Code review before merge

6. **Verification and Closure**

After successful implementation and testing:

- The CR status is updated to **Closed**
- The Change Log is updated
- The affected baseline is updated if required

1.3 Change Request (CR) Form Template

All Change Requests follow the standard format below:

Change Request (CR) Form

- **CR ID:** Unique identifier (e.g., CR-001)
- **Date:** Submission date
- **Submitted By:** Team Lead / Configuration Manager
- **Description:** Clear explanation of the requested change
- **Reason:** Business or technical justification
- **Impact Analysis:**
 - Affected CIs
 - Estimated effort
 - Risks
- **Priority:** High / Medium / Low
- **Implementer:** Assigned developer
- **Status:** Open → Approved → Implemented → Closed

4.4 Submitted Change Requests

CR-001: Add Task Priority Levels

- **CR ID:** CR-001
- **Date:** December 24, 2025
- **Submitted By:** Team
- **Description:**
Add a priority selection (High, Medium, Low) when creating a task. Display priority using color-coded badges on the dashboard.
- **Reason:**
Improves task organization and aligns the application with real-world TO-DO list systems.
- **Impact Analysis:**
 - **Affected CIs:**
 - `dashboard.html` (priority dropdown UI)
 - `dashboard.js` (task object update and display logic)
 - `style.css` / `tailwind.config.js` (priority color badges)
 - **Effort:** Medium (2–4 hours)
 - **Risks:** Low (non-breaking enhancement)

- **Priority:** High
- **Implementer:** Person B
- **Status:** Open

CR-002: Add Due Date for Tasks

- **CR ID:** CR-002
- **Date:** December 24, 2025
- **Submitted By:** Team
- **Description:**
Add a due date field (date picker) when creating tasks and display the due date on the dashboard. Optionally highlight overdue tasks.
- **Reason:**
Enhances usability and supports time-based task management.
- **Impact Analysis:**
 - **Affected CIs:**
 - `dashboard.html` (date input field)
 - `dashboard.js` (due date logic and rendering)
 - **Effort:** Medium (2–4 hours)
 - **Risks:** Low
- **Priority:** High
- **Implementer:** Person B
- **Status:** Open

CR-003: Update Theme Color and Login Page Styling

- **CR ID:** CR-003
- **Date:** December 24, 2025
- **Submitted By:** Team
- **Description:**
Update the application theme color to **#880D1E (dark maroon)**.
Redesign the login page with a dark background and centered white input box.
- **Reason:**
Improves visual consistency and overall user experience.
- **Impact Analysis:**
 - **Affected CIs:**
 - `index.html` (login page styling)
 - `dashboard.html` (theme color updates)
 - `style.css` / `tailwind.config.js` (custom theme color)
 - **Effort:** Low (1–2 hours)
 - **Risks:** Low (visual changes only)
- **Priority:** Medium
- **Implementer:** Person B
- **Status:** Open

4.5 Change Log

All approved and implemented changes are recorded in the Change Log to ensure traceability.

Change Log – TO-DO List Manager

CR ID	Description	Affected CIs	Status	Date
CR-001	Add task priority levels	dashboard.html, dashboard.js	Open	24-Dec-2025
CR-002	Add due date to tasks	dashboard.html, dashboard.js	Open	24-Dec-2025
CR-003	Update theme and login styling	index.html, style.css	Open	24-Dec-2025

4.6 SCM Integration

- All approved changes are implemented using **Git feature branches**
- Changes are merged through **Pull Requests (PRs)** on GitHub
- Each PR references the corresponding **CR ID**
- This process supports:
 - **Baseline control**
 - **Functional Configuration Audits (FCA)**
 - **Traceability between CRs and CIs**