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| --- | --- | --- | --- | --- | --- | --- |
| **Project Title:** | | HR Management System |  | **Date Prepared:** | 13-Nov-2018 | |
| | **Document Configuration Control:** | | | --- | --- | | **Configuration-Controlled Documents** | **Naming Conventions** | | *Project Schedule* | *HRMS-Project Schedule* | | Configuration Management Plan | *HRMS -CMP* | | Team Register | *HRMS –Team Register* | | User Requirement Specification | *HRMS -URS* | | Query Feed Back Form | *HRMS -QFB* | | Class Diagram | *ModuleName* | | LUT Checklists | *<EmpID>-ModuleName-LUTChecklist* | | Unit Test Plan Checklists | *<EmpID>\_ModuleName\_UTP\_Review\_Checklist* | | Work Breakdown Structure | *HRMS -WBS* | | Standards | *HRMS -<DocumentName>* | | Timesheet | *<EmpID>- HRMS-Timesheet* | | Review Form | *<EmpID>-ModuleName-Review* | | Review Form Iteration n | *<EmpID>-<ModuleName>-ReviewIteration<n>* | | Code Self review checklist | *<EmpID>-<ModuleName>-CodeReviewChecklist* | | Self-Review Form | *<EmpID>-<ModuleName>-CodeReviewForm* | | Self-Test Report | *<EmpID>-<ModuleName>-TestReport* | | Peer Review Form | *<EmpID>-<ModuleName>-CodeReviewForm* | | Peer Test Report | *<EmpID>-<ModuleName>-TestReport* | | Code Peer review checklist | *<EmpID>-<ModuleName>-CodeReviewChecklist* | |  |  | | **Non Configurable ItHRMS** | **Naming Conventions** | | Minutes Of Meeting | *NCI- HRMS -MOM* | | Understanding Documents | *NCI- HRMS -UDD* | | Mails | *NCI- HRMS -<Mail Subject>* | | Standards | *NCI-HRMS-<DocumentName>* | | Screen Shot | *<ModuleName>- SS<SerialNumber>* | |  |  | | **Version-Controlled Documents** | **Naming Conventions** | | Prototype | *Filenames* | | User Requirement Specification | *HRMS -URS* | | Database Design | *HRMS -DBdesign* | | Unit Test Plan | *<UTP>-<ModuleName>-<EmpID>* | | Tracebility | *HRMS -Tracebility* | | Low Level Design | *LUT\_<EmpID>\_<ModuleName>* |   **Configuration Change Control:** | | | | |
| *When a change in configuration is required, it has to be approved by the Project Manager/Mentor.* | | | | |

**Configuration Verification and Audit:**

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| Internal Audit will be done by a developer in the Team.  External Audit will be done by Abhishek/Karthik/Samundiswaran. |

**Configuration Management Roles and Responsibilities:**

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| **Roles** | **Responsibilities** |
| *POC* | *POC is able to check in and check out documents.* |
| DEVELOPER | DEVELOPER is *able to check in and check out documents.* |
| CM | CM is able to check in and check out documents as well as Labelling. |
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