

<<Project Name>>	
Configuration and Change Management Report	Date: 20/04/2019

# SPOR ÇANTAM

## Configuration and Change Management Report

### 1 Introduction

Configuration and change management focuses on how the changes should be done in the project, manages who will do the changes and what are the requests and documents them.

Configuration Management involves identifying the configuration of all items in a system (Software, hardware components, data, documentation, Etc.), at a given starting point in time. Configuration Management then proceeds with the systematic control of changes to the configuration. It therefore maintains the integrity and traceability of the configuration baseline throughout the Project's life cycle or the Unit's life.

### 2 Purpose

As the project evolves, the changes occur eventually. These changes can be user requests or software based. Configuration and Change Manager should understand the changes as how they should be done and what part of the software should change accordingly. These changes can cause to re-plan the work. At this point with the help of the Project Manager, Configuration and Change Manager should re-arrange the works as who should do and what should do. It is Configuration and Change Managers job to keep track of the project and be aware of the changes in each step. So it should be all over the process life cycle of the software in order to control any changes required and to maintain them in required state.

The purpose of Configuration management process is:

- To identify, record and control configuration items including their versions, properties and relations.
- To ensure integrity of configuration items during their whole life cycle in order that only authorized items are used and only authorized changes of items are performed.

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### 3 Configuration and Change Management Specifications

There are five activities within a configuration management process which should be applied during the software process life cycle. Management planning, configuration identification, configuration control, status accounting and configuration and audit are these activities. If we look into details, A configuration management plan should describe any specific procedures and the extent of their application during the life cycle. This plan should also identify roles and responsibilities for carrying out configuration management. Configuration management must be planned in order to be effective, predictable and repeatable. It is an important stage. Configuration identification involves breaking down the work into component deliverables (configuration items), creating a unique numbering or referencing system and establishing configuration baselines. Configuration control ensures that all changes to configuration items are documented. An important aspect is the ability to identify the interrelationships between configuration items. Status accounting keeps track of the current status of a configuration, providing traceability of configuration items throughout their development and operation. Configuration verification and audit is used to determine whether a deliverable conforms to its requirements and configuration information. Typically, an audit is undertaken at the end of a phase, stage or tranche. To achieve configuration management the components of a software system are partitioned to form configuration items. These encompass all design and test documentation as well as the constituent software components.

Configuration Management and Change management should also measure the volume accepted, rejected, etc., and the process time. Configuration and Change Management should report on the results. The average throughput time should be reported to the top management in engineering, manufacturing, and service. The management should set a goal for the average throughput time expected.

### 4 Key Considerations

Configuration Management System allows us to collect, store, manage, update and presenting data. CVS is an acronym for the "Concurrent Versions System". CVS is a "Source Control" or "Revision Control" tool designed to keep track of source changes made by groups of developers working on the same files, allowing them to stay in sync with each other as each individual chooses. It is a software that helps software developers to work together and maintain a complete history of their work. It has the functionalities such as allows developers to work simultaneously, does not allow overwriting each other's changes, maintains a history of every version. We are using Git as an CVS because it is free and open source, fast, losing data is very rare, allows secure platform, easy to branch.