**CONFIGURATION AND DATA MANAGEMENT PLAN**

Contents

[1. Configuration & Data Management Plan 1](#_Toc101188073)

[1.1. List of Configurable Items, Access Details and Release Plan 1](#_Toc101188074)

[1.2. Project Repository 2](#_Toc101188075)

[1.3. Configuration Audit Plan 2](#_Toc101188076)

[1.4. Backup and Restoration Plan 2](#_Toc101188077)

# Configuration & Data Management Plan

The objective of Configuration management plan is to establish the methodology for the project’s Configuration Management process. It includes configuration identification, configuration library management, access rights management, version control and change control procedures to be followed in the project.

Access to a team member is provided strictly on a need to know basis and is managed by Configuration Administrator. Types of access are Read Only, Read-Write and Read-Write-Delete.

This plan applies to all documentation and work products developed during the course of project execution.

## List of Configurable Items, Access Details and Release Plan

Identify all work products in chronological order and in explicit numbers. For example, all Design documents such as schematics, Flow charts, Conceptual diagrams etc. must be separate entries. Naming conventions should be decided for implementation artefacts such as Schematics, PCB Layouts, and Mechanical Drawings etc.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Configuration Item | Type | Location | When Baselined? | CI Owner | Candidate for release? (Yes, No) | Mode of release (Media) |
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The access rights for the project’s CIs are maintained in the “Master List of Configurable Items” at the organization level. Deviations from the above are documented below: --------

## Project Repository

[Specify Project Repository here, for documents and Source Code]

## Configuration Audit Plan

[Specify Configuration audit frequency]

## Backup and Restoration Plan

The backup and restoration for this project is in line with the Org. Backup and Restoration Plans.

|  |  |  |
| --- | --- | --- |
| Sr. No | Description | Details |
| 1 | Backup frequency |  |
| 2 | Backup method |  |
| 3 | Backup media |  |
| 4 | Location of backup |  |