**SCM Checklist**

1. **Introduction**
2. Identify the project, purpose, audience and identified sections of the document
3. Appropriate list of references and correct citation.
4. Contains all sections included in the template provided by the instructor.
5. **Software Configuration Identification**
6. Identify a complete list of elements that will make up a configuration
7. Appropriate naming convention for baselines and updates to baselines for each type of item.
8. Complete and detailed directory structure
9. Identify the location of each item to be placed in the directory structure
10. A Plan for backing up files
11. Processes to manage the back up file: a responsible party, frequency of backups, the backup types, start dates and times, recovery procedures, and appropriate definitions.
12. **Software Configuration Control**
13. Documentation for formally precipitating and defining a proposed change to a software system.
14. Identify what mechanisms will be used to control access to items in the configuration
15. Provide an organizational body (Configuration Control Board) for formally evaluating and approving or disapproving a proposed change to a software system.
16. Describe how changes are approved and distributed
17. Detail the team guidelines for managing your configuration items
18. Who will be in charge of administering the database and making sure that the team follows the process detailed in this part of the plan
19. Baseline creation (what steps are needed to create a new baseline for the project?)
20. Check in/out procedures described (Determine in detail what steps each team member must follow in order to checkout and modify an item)
21. **Software Configuration Auditing**
22. Describe process used for auditing
23. Describe related documentation needed in the process