**Software Configuration Control**

**Documentation**

In order to any change suggested by a person who has no control will be required to fill out a form and sent it to the control board for approval as shown on Appendix A. Any person will be able to make any changes they want to the section of the document or code they have been assigned until the due date comes; they will have “control” over the document until the due date.

**Configuration Control Board**

* + The control board will be the person or group in charge of the configuration item.
  + For code the control group will be Programmer 1 and Programmer 2.
  + For test suites the control group will be the V&V leader.
  + The approval process will be as follows.
    1. Any person who wishes to make a change will fill out a change request form. This form will then be emailed to the control board.
    2. The control board will receive the email and review the change request. They will be required to make a decision in less than 12 hours and let the requester know their decision.
    3. If the change request was approved then the requester will need to complete the changes by the anticipated completion date specified in the request form.
    4. After the changes are done, the requester sends these changes to the control group in order to review and if approved by the control group, they will upload the new version.
  + Unauthorized approvals include changing an item before the control group approves and after a team agreement.
  + In order to authorize any change in the items, it has to pass the Software Configuration Auditing guidelines.
  + The configuration manager group will supervise that the guidelines in this document are upheld. Also, this group will support the product development activity by providing appropriate workspace and resources to build and test the project. The configuration manager group will consist of the System Analyst and the System Architect.

**Procedures**

* + The approval process for any new baseline will depend upon guidance team approval. Therefore no document can be considered a baseline until the guidance team has reviewed it and approved it.
  + We will be using a GitHub repository to store code. Each member will have a separate branch that they will be able to freely edit and commit to. The branches will be reset each time the code changes version to ensure members work on the correct version of the code. When a team member turns in any code they will be in charge of merging their own code with the main branch. If a team member performs an unauthorized merge the code will be reset to the previous version. However, the control group and the V&V will be in charge of testing after changes are made.
  + Any other configuration item will only be directly accessible by the control board. Team members will have to work on their part locally and submit it to the control board through email when done. The control board will then merge this work with the current version of the configuration item. Any work submitted will need to follow the configuration item format, which we will receive from the guidance team. The configuration items will be stored on a Google drive folder in order to have version control.
  + After work has been submitted and merged the control board will need to follow the following guidelines.
    1. If the document is less than 10 pages the control group will then email it to everyone for review.
    2. If it is greater or equal than 10 pages then the control group will be able to submit if the document is acceptable.
    3. If the control group finds an error in one part of the document or code, they have 12 hours to inform to the responsible person. The responsible person will need to check their email through the 12 hours in order to check if any errors were found. Then, he or she has to resubmit a corrected version of the item in the next 12 hours unless specified otherwise. Therefore, the initial submission of each member has to be done one day before the final document is submitted.
       1. An error is only expected to be any item that does not comply with the baseline documents.

Appendix A

**Leaf Development Team**

**Request Change Form**

|  |  |
| --- | --- |
| Requester Name: |  |
| Date: |  |
|  |  |
| Code/Document name: |  |
| Code/Document Version: |  |
| Requested Change: |  |
| Reason for Change: |  |
| Due Date: |  |
| Text/Code file(s): |  |

|  |  |
| --- | --- |
| **Control Group** |  |
| Name: |  |
| Approved: | * Yes * No |
| Reason: |  |
| Signature: |  |