Software Configuration Control

1. **Documentation and process to control changes**

* In order to any change when a person who has no control will be required to fill out a form and send it to the control board for approval.
* A person will be able to make any changes they want to the section of the document/code they have been assigned until the due date comes; they will have “control” over the document until the due date.

1. **Configuration control board identified and approval process defined** 
   * The control board will be the person or group in charge of the document. For code the control group will be Programmer 1 and Programmer 2.
   * 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.
2. **Check in/out procedures described** 
   * We will be using a GitHub repository to store code. Each member will have a separate branch and 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. However, the control group and the V&V will be in charge of testing after changes are made.
   * For documents each member will work locally on their part and email the control group when their changes are complete. The control group will then be in charge of putting everyone’s work together and reviewing it. If the document is less than 10 amount of pages the control group will then email it to everyone for review. If it is greater or equal than 10 pages then the control group will be able to submit if the document is acceptable. The check in/out will include the process of documents.
   * 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.
3. **Configuration items**
   * Code
   * Database
   * Test Plan
   * Software Configuration Management (SCM) Plan
   * Software Design Document (SDD)
   * Prototype Demos
   * Classes, Responsibilities and Collaborations
   * Subsystem
   * Protocol
   * Final Presentation

**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: |  |