**SCM Checklist**

**Introduction**

1. Is the project Identified and briefly described?
2. ~~Is the purpose and intended audience of the document described?~~
3. ~~Is there an overview of the identified sections of the document?~~
4. ~~Is there an appropriate list of references and are the citations correct?~~
5. ~~Does the document include all sections mentioned in the template provided by the instuctor?~~
6. Does each section have an introduction?

**Software Configuration Identification**

1. Are all configuration items identified and listed?
2. ~~Is the labeling scheme consistent in terms of the~~ type and complexity level of an item update?
3. Is there a specified naming convention for baselines and updates?
4. ~~Is the repository location specified?~~
5. Is the structure of the repository specified?
6. Is the location to place each of the items in the directory structure identified?
7. ~~Are version control guidelines specified?~~
8. Is the responsible party for back-up specified and listed?
9. ~~Is there a back-up schedule specified?~~
10. ~~Is there a specified location where the back-up will be stored?~~
11. Are each team member’s tasks for handling issues defined?
12. ~~Are the processes to manage the backup file like the backup type, start dates and times, recovery procedures, and appropriate definitions identified and described?~~

**Software Configuration Control**

1. ~~Is there an approval process for changes and its documentation?~~
2. ~~Is there a form for change requests? Is the template specified and described?~~
3. Is the Configuration Control Board specified ~~and evaluation and approval process defined?~~
4. ~~Roles and responsibilities of each person on the Configuration Control Board in regards to proposing and making changes?~~
5. Are there tools or policies specified to document, approve and make changes?
6. Are there guidelines to manage the configuration items?
7. Is the configuration manager identified?
8. ~~Are there steps specified to check out and modify an item?~~
9. Has a version control management system been defined?
10. Identify what mechanisms will be used to control access to items in the configuration
11. Are there steps specified to create new baselines?
12. ~~Is the procedure that is defined consistent with those described in other sections?~~

**Software Configuration Auditing**

1. ~~Is there an auditing process~~? ~~Is its timeline/frequency identified and described?~~
2. ~~Are the parties involved and responsible for auditing identified?~~
3. ~~When are audits going to take place?~~
4. ~~Is there a form to document errors?~~
5. ~~Is there a mechanism that determines how the configuration items mirror requirements?~~
6. ~~Is there a way specified to ensure changes comply with specifications and design?~~
7. Is there a precise guideline to update the baseline of the document?
8. Is there other process related documentation including a check to determine that all SCM rules and procedures have been followed during audit process?

**Miscellaneous**

1. Is the document reviewed for spelling, grammatical mistakes?
2. ~~Is the document organized and presented well?~~