

CONFIGURATION MANAGEMENT PLAN

Project: **E-Commerce Website for Caramels and Almonds**

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PRINCE2

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Client: Caramels and Almonds by Senuthi Wijesinghe.

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1 Configuration Management System History

1.1 Document Location

This document is only valid on the day it was printed.
The source of the document will be found on the project's PC in location

1.2 Revision History



Date of this revision: 06/07/2023

Date of Next revision:

| Revision date | Previous revision date | Summary of Changes | Changes marked |
|---------------|------------------------|--------------------|----------------|
| 06/07/2023 | - | First issue | |

1.3 Approvals

This document requires the following approvals.
Signed approval forms are filed in the Management/Specialist/Quality section of the project files.

| Name | Signature | Title | Date of Issue | Version |
|--------------------------|---|-----------------|---------------|---------|
| Dr Yasas Jayaweera | | Project Board | 09/07/2023 | 1.0 |
| Pruthuvi Wijesinghe |  | Project Manager | 09/07/2023 | 1.0 |
| Miss. Senuthi Wijesinghe |  | Client | 09/07/2023 | 1.0 |

1.4 Distribution

This document has been distributed to:

| Name | Title | Date of Issue | Version |
|-----------------------------|--------------------|---------------|---------|
| Pruthuvi Wijesinghe | Project Manager | 09/07/2023 | 1.0 |
| R.S.Senarathna | Quality Manager | 09/07/2023 | 1.0 |
| A.S.De Silva | Risk Manager | 09/07/2023 | 1.0 |
| Hasini Jayasekara Vithanage | Scheduling Manager | 09/07/2023 | 1.0 |
| H.M.Pumudi Herath | Start-up Manager | 09/07/2023 | 1.0 |

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Configuration Management Plan

3 Purpose

The purpose of a Configuration Management Plan document is to establish a framework to handle the configuration of the website during its development lifecycle. It contributes to the controlled and coordinated development, upkeep, and delivery of the project.

4 Objectives and Scope

As the objectives of the proposed project, the below-mentioned points can be listed:

- To create an informative and user-friendly e-commerce website.
- To deploy the newly created e-commerce website within the given time period.
- Ensure the proposed system provides all the functions for the current and potential customers of the client.
- Provide user manuals for the client.
- To ensure the deployed website captures all the requirements specified by the client.

This project aims to develop an e-commerce website assisted by an AI-based chatbot for 'Caramels and Almonds,' which is an online cake business. The website will include attractive and user-friendly interfaces, enable users to browse the categories and their details, place orders, implement secure payment gateways, and allow the admin to manage cakes and orders. The website will have features such as user login and registration, a shopping cart, a payment gateway, a chatbot, a spinning wheel, and product search. The project will follow a timeline, allocate a budget, and address potential risks. The successful implementation of the website will bring convenience to customers and benefit the cake business.

5 Configuration Management Procedure

The Configuration Management Procedure is made up of five essential activities, although they can be altered. The five primary tasks are:

- Planning and management

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- Identification
 - Control
 - Status accounting
 - Verification and auditing

A plan must be developed to cope with the design, recognize possible risks, and then implement procedural control measures.

6 Issue and Change Control Procedure

A problem in a project is any occurrence that has happened and requires management action. There three main categories of these issues.

- Off-Specification
- Request for change
- Problem or concern

The issue and change control process consists of five stages.

- Capture: Determine type of issue (formal or informal)
- Examine: Evaluate how the issue will affect the project's goals
- Propose: Suggest what solution should be taken
- Decide: Determine whether to approve or reject the proposed solution
- Implement: Apply the proposed solution

In order to determine the type of issue and whether it should be handled in a formal or informal manner, it is important to develop a method for each of the aforementioned categories. The issue register must be updated with any issues that require official handling. If a problem can be resolved informally, it ought to be added to or noted in the daily log. The impact of the issue should then be evaluated by looking at criteria including the timeline, scope, and level of risk of the project, and recommendations and solutions could be developed. After that, the project manager can decide whether the issue has to be resolved or forwarded to the project board. After the decision is made, the project

manager should take corrective action, write it down in the necessary document, and inform the appropriate parties.

7 Tools and Techniques

The proposed project will be developed using peakhosting. As every component of WordPress is stored in a database, regular backups will be made, and several copies of each backup will be kept to facilitate reversing to earlier versions.

8 Records

If any issues arise, the issue log will address them all immediately, including any possible consequences, important actions to be taken, and any associated data gathering problems. Additionally, all essential agreements with the client and any modifications to the system with dates will be included in the configuration item records.

9 Reporting

Any attempt at configuration management will be reported by the project team in accordance with PRINCE2 methodology. In order to guarantee seamless functioning, the project board, project manager, and client will all receive regular updates.

10 Roles and Responsibilities

Table 10. 1: Roles and Responsibilities

| Role | Responsibility | Participants |
|-----------------|--|--------------------------|
| Project Client | Client of the project | Miss. Senuthi Wijesinghe |
| Project Manager | Responsible for the entire project. Project planning Team management | Pruthuvi Wijesinghe |

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| | Identify lessons learned throughout the project. | |
| Risk Manager | Identify potential risks that could impact the project. Conduct risk assessments and brainstorming sessions. Develop risk mitigation strategies. Monitor and track identified risks. Prepare risk plans and logs. Ensure continuous improvements in the project. | A.S. De Silva |
| Quality Manager | Ensure the delivery of a high-quality website. Develop project's quality management plan. Identify areas that could be improved and recommend corrective actions. Monitor the quality of the project deliverables. Ensure the project documents are accurate and up-to-date. | R.S. Senarathna |
| Start-up Manager | Facilitate effective communication between the client and project team. Build a strong relationship with the client throughout the project. Gathering and documenting the client requirements. | H.M. Pumudi Herath |

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| | Ensure client satisfaction throughout the project life cycle. Allocate necessary resources for the project team. Define and manage the project scope. | |
| Scheduling Manager | Collaborate with the team members to develop the project plan and timeline. Provide reminders for upcoming deadlines. Responsible for scheduling and coordinating team and client meetings. Prepare meeting minutes. | Hasini Jayasekara Vithanage |

11 Scales for Priority and Severity

Any changes made by the client will be looked at by the start-up manager and other relevant team members, and the necessary adjustments must also be made by the project team. Significant technical decisions will be made by the project manager, who will then inform the client and the project board if there are any serious problems.