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| **CONFIGURATION MANAGEMENT CHECKLIST**  **Project/TDL/Task Order:** **WTC Civil Rights Cold Case Collection Web Portal**  **Date: 10/23/23** |

1. **PROJECT/TDL INFORMATION:**

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| --- | --- | --- | --- | --- |
| **Project/TDL/ Task Order Name:** | Civil Rights- Cold case collection Portal | Project ID #: |  | |
| **System Owner:** | James Mischke | Contact email: | James.Mischke@nara.gov | |
| **Program Manager** | Darling Richards | Contact email: | Darling.Richards@nara.gov | |
| **Project Manager:** | Brian Voorhees | Contact email: | Brian.Voorhees@nara.gov | |
| **Technical POC:** | Weikai Zhang | Contact email: | Weikai.Zhang@nara.gov | |
| **ISSO:** | Gerard Suh | Contact email: | Gerad.suh@nara.gov | |
| **COR:** | James Mischke | Contact email: | James.Mischke@nara.gov | |
| **Project Start Date:** | 09/29/23 | **Target End Date**: | | 09/29/24 |

1. **INTERVIEW INFORMATION:**

**Interviewers:**

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| --- | --- | --- | --- |
| **Name** | **Office/Organization** | **Project Role** | **Contact Information** |
| Seema Dheman | IQ | CM Lead and Analyst | Seema.dheman@nara.gov |
|  |  |  |  |
| **Interviewees:** |  |  |  |
| **Name** | **Organization** | **Project Role** | **Contact Information** |
| James Mischke | Innovations | Innovations PM | James.Mischke@nara.gov |
| Brian Voorhees | IJ | PM | Brian.Voorhees@nara.gov |

1. **INTERVIEW QUESTIONS:**

*Note: Action Items will be listed at the end of the document.*

| **#** | **Questions** | **Project Manager/Team Response** | **CM Notes** |
| --- | --- | --- | --- |
|  | **General Information:**  Provide an overview or purpose of the project/TDL. | The Office of Innovation (V) seeks to develop a web portal that will provide direct access to the  Department of Justice, Federal Bureau of Investigation, and other federal agencies collection of  civil rights cold cases. The web portal will allow the public to search the collection by victim  name, case name, and other characteristics. The objectives of this project are:  ● Create a human-centered website design.  ● Design the website to be mobile-compatible.  ● Migrate cold case collections content to the Catalog.  ● Capture digital content metadata in the Descriptive & Authority Services (DAS) system, Its an instance on the WTC |  |
|  | What stage is this project in the NARA’s SDLC? (Planning, Design, Development, Implementation) | The project is in Design phase |  |
|  | Identify the name of the Vendor if any | The vendor’s name is Agileana |  |
|  | What methodology will be used for this project/TDL? (Agile, Waterfall) | The project will follow the Agile Methodology |  |
|  | **Configuration Identification:**  What are the Configuration Items (CIs) (Documentation?  Hardware, and/or Software) Location of CIs (TP, PWS etc.) | CIs are listed in the TP |  |
| 5a. | How are the CIs dispositioned? | The CIs will be placed on the Google drive and considered accepted as soon as those are posted. Jim attended the meeting and accepted the Cis disposition process | Action item 1 |
|  | Is this a FISMA Reported System? If yes then CM will contact Security team if NO then no action is needed. | Check with the ISSO |  |
|  | What Baselines are already in place at this point of the project? (concept, requirements, design, production) | The Requirements baseline is established |  |
|  | Is there a Configuration Management Plan (CMP) already in place?  If yes, identify the CMP in use.  If no, develop the CMP. | Action Item -2 |  |
|  | **Configuration Control:**  What Configuration Control processes are used? | It will follow the Enterprise Change Advisory Board (ECAB) Process |  |
| 9a. | Do you have a Configuration Control Board (CCB) in place and who are the key players? | Refer to the ECAB Process |  |
| 9b. | How often is the CCB held? | Refer to the ECAB Process |  |
| 9c. | Do you have a process for emergency fixes? | Refer to the ECAB Process |  |
| 9d. | What kind of change management mechanism is being followed by your project (Change Request form, RFC, etc.) | It will use the RFC process |  |
| 9e. | Is there an ISSO Impact Assessment? What is the procedure of conducting the impact assessment? | The NARA ECAB process includes the security review and approval of baselines and proposed changes. |  |
|  | **Configuration Status Accounting:**  What Configuration Status Accounting is being performed on your project? (CIL, CRR) | CIL Report is created on monthly basis. |  |
|  | How do you report the status of CIs? (closed, opened, accepted, or rejected within a period of time, with conditions, etc.) | CM will create a CIL report on monthly basis and perform a check-up of the status of CIs as related to the Tailoring Plan. |  |
|  | **Configuration Audits:**  What Configuration Audits will be conducted as part of your project? | CIL report is periodically audited. |  |
| 12a. | Functional Configuration Audit (FCA)? (Y/N) | FCA is N/A because Design stage gate is not required |  |
| 12b. | Physical Configuration Audit (PCA)?  (Y/N) | PCA is not required because its development of an instance on WTC |  |
| 12c. | Interim Audits? (internal CM audits) | As needed by CM team. |  |
|  | **CM Tools:**  What types of CM tools are being used by your project?  (e.g. PVCS as the repository, xxx as Change Management tool, etc. )? | PVCS VM and Service now for RFCs |  |
|  | **CM Training:**  What type of CM training is provided to the project personnel? | The training will be provided on as need basis |  |
|  | **Test Management:**  Are there any Performance Requirements for this project? | There are no performance Requirements |  |
|  | Do those Performance Requirements need to be tested by the IQ test team?  ***Note:*** *Project must be funded for performance environment setup and the development vendor must do the environment setup.* | N/A as per line-item 15 |  |
|  | Are there any Section 508 requirements for this project? | Yes |  |
|  | Who will conduct the testing for Section 508? (Development Vendor, IQ Test Team, or both)?  What tools/method will be used  (e.g. JAWS/NVDA/WAVE/  Monsido)? | The vendor will conduct the 508 Requirements using JAWS. Innovation team will conduct 508 testing. |  |
|  | **Release Management:**  Is Release Management required for this project? If Yes, the project will follow the Release Management Process. | It will follow the RM process |  |

Schedule – the schedule will be posted on Project Online

1. **ACTION ITEMS:**

| **ID** | **Action** | **Assigned** | **Date Due** | **Response** |
| --- | --- | --- | --- | --- |
| 1 | Provide location on google drive for Final Deliverables | Brian Voorhees | 11/16/23 |  |
| 2 | Add Civil Rights cold collection to the WTC CMP | Seema Dheman | 11/16/23 |  |
| 3 | Provide QA Version Control Document | Seema Dheman | 11/16/23 | Completed on 11/06/23 |
| 4 | Send email to ISSO | Seema Dheman | 11/16/2 |  |