**Software Project Configuration**

**Management Plan**

**Version 1.0**

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## purpose

The purpose of this plan is to define software project teams for configuration management activities, tasks, and responsibilities; define the tools, techniques, and methods that support configuration management activities and reporting.

## Scope of application

This plan defines all configuration management activities of the project team during the project.

## References

Configuration Management Guide

Configuration Item Change Procedure

"Configuration Audit Procedures"

"Baseline Generation Product Regulations"

## Terms and acronyms

ccb: Software Configuration Control Committee, Change Control Committee

# People and responsibilities

**prompt:**

(1) According to the role assignment in the Project Plan, determine the configuration manager and ccb (configuration control committee) members.

(2) The number of CCBs depends on the size of the project. Generally, the project manager is the person in charge of CCBs.

|  |  |  |
| --- | --- | --- |
| **Roles** | **personnel** | **Responsibilities** |
| Configuration administrator |  | 1. Formulate the Configuration Management Plan 2. Create and maintain a configuration repository 3. Release configuration items and baselines |
| CCB | Senior Manager, Project Manager, Product Manager, Technical Leader, Quality Manager, Configuration Engineer, Test Manager | 1. Authorize software baselines and identify configuration items / units 2. Approval of software products generated by the software baseline library 3. Ensure that every change in the baseline takes into account its relevant parts, and that each change must be approved before it can be implemented 4. Ensure that all application changes are consistent, reviewed and approved. 5. Ensure that every important modification and redo must be approved by scbb before proceeding |
| project manager |  |  |
| Developer |  |  |
| designer |  |  |
| Integrator |  |  |
| Testers |  |  |
| Acceptance staff |  |  |

# Software and hardware resources for configuration management

**prompt:**

(1) The configuration manager determines the configuration management software for this project, such as Microsoft Visual SourceSafe, Excel or CVS.

(2) The configuration administrator determines the computer resources (considering memory, external storage, cpu, etc.) according to the configuration management software used.

|  |  |
| --- | --- |
| **Configuration management software and hardware resources** | **Description** |
| Configuration management software name | Company, software version, etc. |
|  |  |
|  |  |
|  |  |
|  |  |

# Configure library structure and permissions

# Configuration library list

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Types of** | **tool** | **Features** | **Description** | **Maintenance personnel** |
| Development library | VSS | Uncontrolled, space for developers to work and test verification | Machine name: c23  IP：10.6.50.53  Directory name: cmmi5 \ spi\_vss |  |
| Controlled library | VSS | Controlled, including baseline and non-baseline work products, only configuration administrators can modify | Machine name: c23  IP：10.6.50.53  Directory name: cmmi5 \ spi\_vss |  |
| Baseline library | VSS | Controlled, establish baselines according to plan, and incorporate baseline products into the baseline database | Machine name: c23  IP：10.6.50.53  Directory name: cmmi5 \ spi\_vss |  |
| Product Library | VSS | Controlled, store project final product without modification | Machine name: c23  IP：10.6.50.53  Directory name: cmmi5 \ spi\_vss |  |

## Configuration library structure

The main configuration library structure is mainly used, and you can adjust it according to your actual situation.

## Personnel authority

|  |  |  |  |
| --- | --- | --- | --- |
| **Roles** | **Name** | **log-in name** | **Configure library permissions** |
| project manager |  | syp | Read-only, check in, check out, add, modify, delete |
| Senior Manager |  |  |  |
| Organization-level qa |  |  |  |
| Project-level qa |  |  |  |
| Item-level cm |  |  |  |
| Project team members |  |  |  |
| client |  |  |  |
| CCB |  |  |  |
| Requirements Developer |  |  |  |
| System designer |  |  |  |
| Coding group leader |  |  |  |
| Test team leader |  |  |  |
| Testers |  |  |  |
| Purchasing manager |  |  |  |
| Training administrator |  |  |  |
| customer service |  |  |  |
| Product maintenance staff |  |  |  |
| Project Analysis Team |  |  |  |
| Project decision-making committee |  |  |  |

# Configure library backup schedule

Tip: The configuration administrator makes a configuration database backup plan, indicating "who" (when) (where) the configuration database is backed up to "where".

|  |  |  |
| --- | --- | --- |
| **Backup frequency, time** | **Backup person** | **Backup content, destination, method, etc.** |
| Every Friday | Configuration administrator | Full backup, CD |