Illo Software Configuration Management Plan

# Introduction

# Purpose

The purpose of this Software Configuration Management Plan is to outline the structure of the change management process which is followed throughout the development of our mobile application, Illo. By following this plan, we hope to ensure the efficient management of our applications development, reduce delays, and improve the overall quality of Illo.

This plan will address and define the associated activities, the coordination between activity development, the required tools and resources for this plan, as well as how it will be maintained moving forward.

# Scope

This plan covers the development of the Illo application. The scope of it includes the organization and management of team members, the listing of all activities to be performed, the coordination of multiple activities, identification of tools and human resources required, and the process for maintaining this plan while it is in effect.

# Key Terms

Pomodoro Technique – A time management method which breaks work into intervals that are separated by short breaks.

# References

The Wikipedia page for the Pomodoro Technique provides a detailed description of this time management method and its correct execution - <https://en.wikipedia.org/wiki/Pomodoro_Technique>

# SCM Management

# Organization

# *Organizational context (technical and managerial) within which the configuration management activities are implemented.*

# Responsibilities

# *List name or job title of people how perform activities.*

# *For each board, list:*

# *Purpose and objectives*

# *Membership and affiliations*

# *Period of effectivity*

# *Scope of authority*

# *Operational procedures*

# 

# Applicable Policies, Directives, and Procedures

# *External constraints placed on the SCMP.*

# SCM Activities (Ideally you will have subsections 3.1.1, 3.1.2, …)

# Configuration Identification

# *Identify configuration items (events, items, procedures)*

# *Name configuration items (unique identifiers)*

# *Acquiring configuration items (physical procedures)*

# Configuration Control

# *Requesting changes*

# *Evaluating changes*

# *Approving or disapproving changes*

# *Implementing changes*

# Configuration Status Accounting

# *Metrics to be tracked and reported and type of report.*

# *Storage and access control of status data.*

# Configuration Evaluation and Reviews

# *At minimum an audit on a CI prior to its release.*

# *Defines objective, schedule, procedures, participants, approval criteria etc.*

# Interface Control

# *Coordination of changes to CIs with changes to interfacing items outside of the scope of the Plan.*

# Subcontractor/Vendor Control

# *Incorporation of items developed outside the project environment into the project CIs.*

# Release Management and Delivery

# *Description of the formal control of build, release and delivery of software products.*

# SCM Schedules

# Sequence and coordination of SCM activities

# Relationship of key SCM activities to project milestones or events, such as:

# *Establishment of configuration baseline*

# *Implementation of change control procedures*

# *Start and completion dates for a configuration audit*

# Schedule either as absolute dates, relative to SCM or project milestones or as sequence of events.

# Graphical representations can be used here.

# SCM Resources

# Identifies environment, infrastructure, software tools, techniques, equipment, personnel, and training.

# Key factors for infrastructure:

# *Functionality, performance, safety, security, availability, space requirements, equipment, costs, and time constraints.*

# Identify which tools are used in which activity.

# SCM Plan Maintenance

# Who is responsible for monitoring the plan?

# How frequently updates are to be performed?

# How changes to the Plan are to be evaluated and approved?

# How changes to the Plan are to be made and communicated?

# Also includes history of changes made to the plan.