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| --- | --- | --- | --- | --- | --- |
| **Project: Compucom Tracker Project Manager/Configuration Manager: Manoj Agrawal** | | | | | |
| **Conducted By: Rajesh Arora Date: 31 May 2017** | | | | | |
|  | | | | | |
| **Configuration Audit Checklist** | | | | | |
| **S.No.** | Checklist | **Yes(Y)** | **No(N)** | **NA** | **Remarks** |
|  |  |  |  |  |  |
|  | Has the change specified in the Software Change Notice been made? | Y |  |  |  |
|  | Have any additional modification  been incorporated? ( For this one can look at the impact analysis report and see if the artifacts mentioned there have the change incorporated) | Y |  |  |  |
|  | Whether the comments / bugs found during review and testing have been closed before including the artifact under configuration control. | Y |  |  |  |
|  | Has the change been highlighted in SCI?  whether the changed code has the reason for change, | Y |  |  |  |
|  | Have the change data and change author been specified? | Y |  |  |  |
|  | Do attributes of the configuration object reflect the change? | Y |  |  |  |
|  | Have all related SCI been properly updated? | Y |  |  |  |
|  | Are artifacts being baselined and archived? | Y |  |  |  |
|  | Is the Configuration status register available and up to date? | Y |  |  |  |
|  | Is the folder / directory structure as planned for in the CM plan / CM process? | Y |  |  |  |
|  | Are the folder permissions proper? | Y |  |  |  |
|  | Is the versioning scheme being followed? | Y |  |  |  |
|  | Are there any unauthorized changes to the configuration? |  | N |  |  |
|  | Are artifacts released for change only from the baseline? | Y |  |  |  |
|  | In general, is the CM plan / CM process being followed? | Y |  |  |  |

Signature: