

Process		
<p>A Configuration Item (CI) is a component that the program, project, or internal group needs to control in order to deliver a service or work product. CIs include deliverables B&A is required submit to the client as well as internal documents produced by the PPG to plan, track, manage, and perform the work. Thus, the scope of the CI List is not limited to contractual deliverables.</p> <p>Whenever a CI on the project is identified, it will be recorded within this CI List for monitoring. This list should be reviewed and updated as needed whenever a new CI baseline, version and instance is published.</p>		
Completing the CI List	Field	Instructions
Header	PPG Title	Enter the title of the Program, Project or Group (PPG) for which the CIs in the CI List are maintained. If this is a subproject within the PPG, append the PPG title with a dash (--) and the subproject title.
	PPGM	Enter the first and last name of the Program, Project or Group Manager (PPGM).
	Configuration Management Representative	Enter the first and last name of the person assigned to be the Configuration Management Representative for the project.
	Date of Last Update	
		Enter the most recent date that this CI List was updated.
CI Attributes	CI Type	Select the type of CI from among the following choices: COTS – Commercial Off The Shelf (COTS) application with manufacturer-issued updates Doc – Document produced by the PPG HW – Hardware needed by the system Ss – Spreadsheet produced by the PPG SW – Software being developed or modified by the PPG Tem – Template created by the PPG
	Unique Identifier	The name or other identifier that uniquely identifies this CI within the PPG. No other CI on the CI List should bear this title or identifier. The name should follow a naming convention defined in the PPG Project Management Plan or PPG CM Plan.
	Degree of Configuration Control	Select the type of control to which the CI is subject from among the following choices: Baselined – items that are tied to a specific product release such as, code, requirements, and test cases. Version-Controlled Only – documents that are under a formal change process but are not part of a baseline. Most of the project system documentation and management plans fall in this category. Controlled Location Only – items that are stored in a controlled location, but not under a formal change process. Examples of these types of items include meeting minutes, action items, risk logs, and other project data that must be managed.
	Description	
		A summary decription of the content of the CI.
	Library Location	The link to the CI location in the configuration library where the CI master is maintained.
	Owner	The CI Owner is the PPGM or PPG Member who is responsible for executing approved CRs for a given CI.
	Approval Authority for Minor Changes	"Minor" changes are changes within a major CI version number (e.g., change from Version 2.0 to Version 2.1). The Owner is the default Approval Authority for minor changes, unless otherwise stated.
	Approval Authority for Major Changes	"Major" changes involve incrementing the CI a whole version number (change from Version 1.0 to Version 2.0). Major changes may require the approval of a Change Control Board (CCB) or some other authority above the Owner. Nevertheless, the option exists for assigning the Owner as the Approval Authority for Major change to a CI if that is appropriate.

CI List							
PPG Title:		EZRxLookup					
PPGM:		John Poling					
Configuration Management Representative:		John Poling					
Date of Last Update:		7/6/2015				Approval Authorities	
CI Type	Unique Identifier	Description	Degree of Configuration of Control	Library Location	Owner	Approval Authority for Minor Changes (The default Approval Authority is the Owner unless otherwise stated below)	Approval Authority for Major Changes (Major changes may require the approval of a CCB or some other authority above the Owner).
SW	Iteration-2-Build-v1.0.1.32	Iteration 2 Build v1.0.1.32 promoted to CERT: initial prototype of the EZRxLookup site with Simple Drug Search user interface screen/page for data entry (NOTE: no software delivered in Iteration 1 - research, analysis, user stories, acceptance criteria and mockup of UI).	Version-Controlled Only	https://github.com/bna-git-hub/ezrx	Development Team / PPGM	PPGM	
SW	Iteration-2-Build-v1.0.1.61	Iteration 2, Build v1.0.1.61 promoted to CERT: updated prototype of the EZRxLookup site with Simple Drug Search page with features for exact match searching the openFDA label dataset using exact match business rules.	Version-Controlled Only	https://github.com/bna-git-hub/ezrx	Development Team / PPGM	PPGM	
SW	Iteration-3-Build-v1.0.1.80	Iteration 3, Build v1.0.1.80 promoted to CERT: updated prototype of the EZRxLookup site - Simple Drug Search UI updated per feedback, Drug Status page 2 developed showing results of search with green/yellow/red indicators.	Version-Controlled Only	https://github.com/bna-git-hub/ezrx	Development Team / PPGM	PPGM	
SW	Iteration-3-Build-v1.0.1.88	Iteration 3, Build v1.0.1.88 promoted to CERT: updated prototype of the EZRxLookup site - Simple Drug Search UI and Drug Status pages updated per feedback, and links to other FDA sites available.	Version-Controlled Only	https://github.com/bna-git-hub/ezrx	Development Team / PPGM	PPGM	
SW	Iteration-4-Build-v1.0.1.95	Iteration 4, Build v1.0.1.95 promoted to CERT: updated prototype of the EZRxLookup site - Simple Drug Search UI including suggestions and Drug Status pages updated per feedback with updated logo, navigation features, status details, and mobile form factor.	Version-Controlled Only	https://github.com/bna-git-hub/ezrx	Development Team / PPGM	PPGM	
SW	Iteration-5-Build-v1.0.1.110	Iteration 6, Build v1.0.1.110 promoted to CERT: updated prototype of the EZRxLookup site - Simple Drug Search, Drug Status and Details pages updated per user feedback and bug fixes.	Version-Controlled Only	https://github.com/bna-git-hub/ezrx	Development Team / PPGM	PPGM	
SW	Final Stakeholder Demo-v1.0.1.112	Final Stakeholder Demo, Build v1.0.1.112 promoted to CERT: updated prototype of the EZRxLookup site -updated per user feedback addressing UTF (Usability Test Findings).	Version-Controlled Only	https://github.com/bna-git-hub/ezrx	Development Team / PPGM	PPGM	
SW	Product Launch-v1.0.1.114	Product Launch, Build v1.0.1.114 promoted to CERT: updated to include Docker image creation.	Baselined	https://github.com/bna-git-hub/ezrx	Development Team / PPGM		PPGM