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| Configuration Management Strategy  Online Learning Platform | Prince2  Author:  Owner:  Version: |

# Configuration Management Strategy History

## Revision History

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| version | Revision date | Implemented by | Reason |
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## Approvals

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## Distribution

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# Introduction

[An explanation of the purpose of configuration management, the scope of it in this project and who is responsible for the strategy.]

# Configuration management procedure

[How CM is to be carried out, including procedures such as ‘booking in’ and ‘booking out’ and the identification system to be used (usually numbers). This section can refer to corporate or programing standards but in that case should also note any variance from them.]

# Issue and change control procedure

[How Issues will be managed and the procedure for change control. Often you will use the PRINCE2 approach as it is and so have little or nothing to say in this section.]

# Tools and techniques

[CM computer tools are available, or your organization may have an established database standard for maintaining CM information. If you’re using something like that, this is where you explain that so everyone is clear.]

# Records

[According to the manual, this defines the composition of the Issue Register and Configuration Item Records (for CI Records, see later in this chapter). But that’s not awfully intelligent since everyone uses templates for such things in their projects so it’s self-evident what the content is. The manual authors seem to have been very focused on consistency between the strategies and having the same headings in each, whether relevant or not. That isn’t particularly helpful where PRINCE2 is already charged with being heavy on documentation. Leave out what you don’t need.]

# Reporting

[The composition of the Issue Report and Status Account. See the critical comments under the last heading in relation to the content of documents! The manual also says to set down the timing of the documents. As both are event driven, this is even more strange. The authors must have been having a really bad day when they did this bit.]

# Timing of CM and Issue and change control activities

[This is explained in the manual as relating to the formal activities. Again it is nonsensical in the case of most of change and CM because it’s all formal in the sense that it’s being tracked in the change documentation and not in the Daily Log. However, the one bit you may want to specify here is the frequency of checks on things like the CM records to make sure that they’re accurate.]

# Roles and Responsibilities

[Who will be responsible for the different procedures. This may be Project Support dealing with things like booking in and booking out, and issuing reference numbers. But if the CM is to be done by a corporate or programmer service (such as a Programmer and Project Office) this is where you would say so. In the context of change, you also need to record authority levels and budgets in this section, including that for any Change Authority]

# Scales for priority and severity

[The scales give an indication of who should take decisions on Issues, especially those relating to change. You may have an organizational scale that you can adopt, and if so just reference it in this section.]