**Configuration Management Plan**

The plan starts with us using Microsoft Teams as way to transfer files and to storage them on there. With having all communication on there, it made sense to keep a folder of all versions on there. It makes it easy for all members to access all versions we have. Also, we will have folders for each version and each with a standard numbering system major.minor.build as folder title.

Also, we will have members that will keep copy of the versions on their device just in case Teams fails us. We have previous versions to back on that are either on Teams cloud storage or on the member’s devices.