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| --- |
| Online Store Team |
| Configuration Management Plan |
| Version 2.0 |

**Revision History**

|  |  |  |  |
| --- | --- | --- | --- |
| Version | Date | Author | Content |
| 1.0 | 9/23/2011 | Thien Luong | Initialize the document. |
| 1.1 | 9/30/2011 | Thien Luong | Rename the document. |
| 1.2 | 10/1/2011 | Thien Luong | Change structure directory. |
| 1.3 | 10/4/2011 | Thien Luong | Change acronyms. |
| 1.4 | 10/27/2011 | Thien Luong | - Add TFS address.  - Meeting folder  - Testing folder  - Analysis and Design  - Measurement Management |
| 1.5 | 11/17/2011 | Thien Luong | Change structure directory and template. |
| 1.6 | 11/22/2011 | Hien Nguyen | Change structure directory. |
| 1.7 | 12/1/2011 | Hien Nguyen | Power on stakeholder in CM. |
| 1.8 | 12/16/2011 | Hien Nguyen | Add folder:  OSP\_Project\4\_Working\6\_Project Management\7\_Weekly Report Status |
| 2.0 | 17/10/2012 | Phuong Ha | - Purpose  - Scope  - Update Table directory tree structure  - Glossary and Acronym list  - Update content and translate the document to English. |

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# Introduction:

## Purpose:

The purpose of this document is to identify and describe a configuration management (CM) process for the Online Store Project (OSP). This plan describes in simple, straightforward terms the processes required to ensure that the inevitable network changes occur within an identifiable and controlled environment.

## Scope:

The scope of this document is the identification of a top-level configuration management plan for the OSP. This plan presents CM activities for the OSP team. Specifically excluded from this plan are data server and store system.

## Glossary and Acronym List:

|  |  |
| --- | --- |
| Term or Acronym | Definition |
| CMP | Configuration Management Plan |
| CM | Configuration Manager |
| SDP | Software Development Plan |
| PM | Project Manager |
| PR | Project Repository |
| CA checklist | Configuration Audit Checklist |
| Ver | Version |
| CIL | Configuration Items List |
| CI | Configuration Items |

Table 1: Glossary and Acronym list

# Configuration Management Component:

## Establish Configuration Management Environment:

### Purpose:

Establish configuration management environment in order to configure to form shared environment to develop and build software products of the project. This process is divided into two steps:

* Install hardware for software development environment.
* Establish software development environment – set up, organize directories to store data for the project.

### Install Hardware For Software Development Environment:

* Repository of project should be organized on a dedicated server (Dedicated server) and not be used in conjunction with other software on it (Web server, Mail server). It provided by the school with the address: tfs.vanlanguni.edu.vn.
  + Account: student ID
  + Password: To be sent directly via mail
* Use TFS to manage system configuration directory (document storage) for the project.
* The project has a folder called acronym of the project. It is repository of project. The project acronym in TFS is OSP\_Project.

### Power Of Stakeholders In Source Control:

|  |  |  |
| --- | --- | --- |
| No | Stakeholders | Power |
| 1 | Customer | * Have the right to check out and view in Baseline and Contract folders in server. |
| 2 | Mentors | * Have the right to check out and view in whole folders. |
| 3 | Team member | * Have the right to check out and view in whole folders. * Have the right to check in to Working and Reference folders. |
| 4 | Team Leader | * Consider to team member. * Have the right to check in to Approach folder. |
| 5 | Project manager | * Have full powers to manage on TFS server.   (Team member must approve all the changes in Baseline folder.) |

### Organize Folders To Store Artifacts (Project Repository):

* Using TFS to create storage - Project repository
* Project repository is organized as follows:

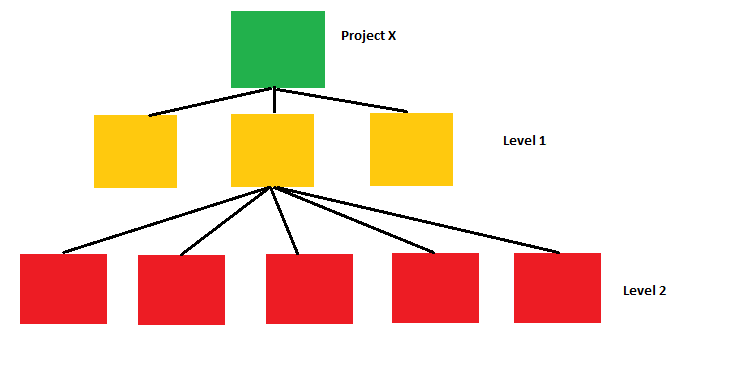
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Figure 1: Folder Organization Chart

Folder information:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Folder Organization** | | | | | |
| **Level 1** | Level 2, 3, 4 … | | | | Explanation |
| **01\_Contracts** |  | | | | To Store contract documents. |
| **02\_Baselines** | OSP\_<YYYYMMDD> | | | | Storing the data (the configuration elements defined in version) at the Baseline of the project milestones - used for the reconstruction of the system later (if necessary) and versions release for customers (or stakeholders) The components in the Baseline configuration is taken from the storage that elements have been reviewed and approved (Section 03\_Approval) |
| **03\_Approval** | 1\_Requirements | | | | The documents approved version is stored in this area.  The document version will be select to establish to Release and Baseline. |
| 2\_Architecture & Design | | | |
| 3\_Implementation | | | |
| 4\_Testing | | | |
| 5\_Quality Assurance | | | |
| 6\_Project Management | | | |
| **04\_Working** | 1\_Requirements | Documents | | | Requirement documents will be store here after they are integrated. |
| Submit Worked Assignment | | | Members submit task assignments here. |
| 2\_Architecture & Design | Documents | | | AD documents will be store here after they are integrated. |
| Submit Worked Assignment | | | Members submit task assignments here. |
| 3\_Implementation | Documents | | | Documents will be store here after they are integrated |
| OSP Source | | | Store the source code of team project. |
| Submit Worked Assignment | | | Members submit task assignments here. |
| 4\_Testing | Documents | | | Store the testing document of the project through the testing phase: Test Design and test results: Test Cases, Test Results Report. |
| Submit Worked Assignment | | | Members submit task assignments here. |
| 5\_Deployment | Documents | | | Deployment documents will be store here. |
| Submit Worked Assignment | | | Members submit task assignments here. |
|  | 1\_Plans | 1\_Project Plans | | Store the general plan for the project. |
| 2\_Requirement Plans | | Store the plan for the requirement phase. |
| 3\_Architecture&Design Plans | | Store the plan for the AD phase. |
| 4\_Implementation Plans | | Store the plan for the implementation phase. |
| 5\_Testing Plans | | Store the plan for the testing phase. |
| 6\_Deployment Plans | | Store the plan for the Deployment phase. |
| 7\_Quality Management Plans | | Store the plan for the QM group. |
| 8\_Communication Plans | | Store the communication plan between stakeholders in the project. |
| 9\_Configuration Management Plans | | Store the configuration management plan in the project. |
| 5\_Time Log | | | Store the time logs of members. |
| 6\_Team Lesson Learn | | | Store the lesson learn of the team. |
| 7\_ Weekly Status Report | | | Store the individual status report. |
| 4\_Meeting Minutes | | Team | Store all meeting minutes of each phase (RE, AD, Test, ...) |
| Customer | Store meeting minutes of customer meeting. |
| Mentor | Store meeting minutes of mentor meeting. |
| Weekly | Store meeting minutes of weekly team meeting. |
| 2\_Quality Management | | | Store documents related to reports of QM group. |
|  | 3\_Risk & Change request | | | Store risk, change. |
| **05\_References** |  | | | | Contains documents, template and reference for the project, the special documentation of the project (Project Specific Guidelines) ... The configuration manager can add other folders here if needed. |

Table 2: Table directory tree structure

* Note: The root name of the project is set as follows:
* <Acronym of project>\_<Vision>
* < Acronym of project>: (Required) Acronym prescribed by project manager.
* <Vision>: (Option - for project has many different versions)

Ex: Online Shopping Project: **OnShop\_1.0**

## Configuration Management for Documents (artifacts):

### Naming Rules for Documentation Of The Project:

***<Name of document> = <Acronym of project>\_<Process code>\_<*** ***Describe briefly the document content> \_<Version>***

Process code agreed as follows:

|  |  |  |
| --- | --- | --- |
| No | Process name | Process code |
| 1 | Contracts Management | Cus |
| 2 | Project Management | PM |
| 3 | Requirement Management | ReM |
| 4 | Analysis Design | AD |
| 5 | Coding | CoD |
| 6 | Testing | Te |
| 7 | Communication Management | CoM |
| 8 | Change Request Management | CrM |
| 9 | Configuration Management | CM |
| 10 | Risk Management | RiM |
| 11 | Quality Assurance | QA |

Table 3: Process code

Ex: Name of configuration management plan documents of Online Shopping project: **OSP\_CM\_Configuration Management Plan\_1.0.doc**

## Putting The Documents Stored On The FTP Server:

The documents must be inserted into the TFS Server Management immediately after completion (create new or update). Date posted on TFS must be in the Baseline period required for those documents.

Account used to update the document to FTP must be account granted to all members of the project team assigned to update document.



Figure 2: Guideline and regulation for member to update document.

## Update And Commit The Configuration Elements:

* Implementation: The project member
* Tool: TFS
* The right to access must be assigned by configuration manager. Minimize the event of conflict in activity process.
* Prior to joining, members must always perform the Update. After that, the members made ​​changes on the component configuration must be committed to the shared data – repository.
* Update and commit activities of members are conflict prone. So every project should have clear rules about time and order of execution of the members share a component configured to minimize conflict.
* Actions performed follow the instructions manual of TFS tools.

## Update Status Change Of The Document (Document History) :

All document changes must be describe in the document history table:

|  |  |  |  |
| --- | --- | --- | --- |
| Version | Date | Author | Content |
| x.x | <mm/dd/yy> | <First name Last name> |  |

Table 4: History form

* If the review result is “good”, Author updates information about: Date (days after the review “good”); version (official version number) – record the last edited history documents. Only after the document is up version, the information content before editing can be take effect.
* Date, the version number on the cover page (page 1) must be identical to the record date and the final version of the document history table.
* The editing and comments (in review track changes mode) of the reviewer directly on the document was not described in the document history table.

## Manage Software Version (Product, Artifact Files)

A document will undergo a development lifecycle from Draft version - the basis of the original draft to the final version (to release). To ensure the monitoring sessions on configuration management, version should be putting these regulations.

### Regulations Set Version for Document:

The document version number is only set after result review is “good” following order: new document/ reversion 🡪 send reviewer 🡪 result review is “good” 🡪 author update version document and release it to the Project Repository.

### Set Version for Document:

Version of the product includes versions of the System, Subsystem and Components of the product. Depend on the type of project that the System, Subsystem and Component can carry the same or different versions.

* In the process of creating the first one (not yet approved), document version is "**Draft**"
* Number of document version including the 2-digit format: **a.b** The first version of the document (after review and approval the first time) brought the number **1.0** (**Version 1.0**)
* If the document was upgraded to a large extent will have **a** version number increase, respectively: **2, 3, 4, 5** ... (**Version 2.b, Version 3.b, Version 4.b** ... )
* If the document was upgraded in small and medium level will have **b** version number increase, respectively: **1, 2, 3, 4** ... (**Version a.1, Version a.2, Version a. 3** ...)
* Depending on whether to request for Beta testing, the product version can attach “Beta” label.

## Organization of Directory Store Different Versions of Product:

For versions of a product release to the customer, development team or third party, Configuration Management shall review and reorganization Project Repository to store and distinguish the different versions of the product.

* Check the IC for the released product version 🡪 Create CIL for Released Baseline.
* For the subsystem, module or component to be upgraded and partially separate release, CIL of Released Baseline has scope in that release (include files, software items... of being upgraded & released item).
* Reorganize the Project Repository.

The directory that store product version takes the following form:

|  |  |  |
| --- | --- | --- |
| Version structure | | |
| Version X.X | 01\_Contracts |  |
| 02\_Project Management |  |
| Folder -N (option) |  |
| Version Y.Y | 01\_ Contracts |  |
| 02\_ Project Management |  |
| Folder -N (option) |  |

Table 5: Version structure

Steps:

1. Manage Configuration to create folders with version names defined in the project root directory.
2. Move all tree folder released to folder release version.
3. Create a new subdirectory in the directory that versions will continue to grow: similar to organizations in Section 2.1.3. Organize the project directory structure. (Project Repository)

**Note:**

* In the new version directory will develop next, just to save the document that edit or refresh the document based on the old version was release.
* Depending on the content of updated product, (only upgrade one or more subsystem / module / component, or upgrade all product) Configuration Manager structure subdirectories in new version directory appropriately to store materials arising.