**Configuration management plan**

Admission system

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# **Revision**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No** | **Version** | **Update date** | **Author** | **Content** |
| 1 | 1.0 | 06/11/2013 | Ta Ngoc Thien Phu | Create Document |
| 2 | 1.1 | 16/11/201 | Le Ngoc Chau | Update time log’s name |

Table 1: Revision history

# **Introduction**

## Purpose

This document outlines the policies for maintaining Configuration Management (CM) and the SCM activities that identifies all functions and tasks required to manage the configuration of the software system. In addition, this document will address the naming convention and structures for directory which files are located in.

## Audience

The audience for this document is the project team and project stakeholders.

# **Configuration Activities**

## Organization

The organizational consist of customer, developers. All members of organization are responsible for any SCM activity on the project and for the problem resolution process.

## Configuration management responsibilities

The SCM authority has the authority to require changes in practices and procedures. The SCM authority’s functions include following tasks; configuration control, configuration identification, implementation and maintenance of the software configuration plan.

SCM Manager for Admission Website of Van Lang University

## General Guidelines

Use the template file for word documentation.

The template file includes introduction section; purpose and audience

The documentation has to include the revision history table.

Team keeps the version number relative to revision history.

Changes and editing will be constantly update

## Configuration control

All documentation is released and maintained by SCM. SCM managers changes and control the identified process.

## Configuration Identification

Team manages followings as configuration items.

* SRS (Software Requirement Specification)
* SCMP (Software Configuration Managements Plan)
* CMB (Change Management Plan)
* RMP (Risk Management Plan)
* STS (System Test Specification)
* STP (System Test Plan)
* Source Code

## Tools

* Microsoft Office 2013
* Eclipse
* Maven 2
* MySQL
* SVN

# **Naming convention**

## Documentation

## Project management:

|  |  |  |
| --- | --- | --- |
| **No** | **The file type** | **The file name** |
| 1 | File: | AS\_PM\_FileName. |
| Example: AS\_PM\_MeasurementPlan |
| 2 | Report file: | AS\_PM\_WeeklyReport\_Name |
| Example: AS\_PM\_ WeeklyReport\_HuyNgo |
| 3 | Work detail file: | AS\_PM\_DailyReport\_#?  *\*#?: day* |
| Example: AS\_PM\_DailyReport\_281113 |
| 4 | Weekly report file: | AS\_PM\_WeeklyReport\_PhaseName\_#?  *\*#?: day* |
| AS\_PM\_WeeklyReport\_Requirement\_281113 |
| 5 | Weekly evaluation file: | AS\_PM\_WeeklyEvaluation |
| Example: AS\_PM\_WeeklyEvaluation |

Table 1 Name for project management

* 1. Requirement phase

|  |  |  |
| --- | --- | --- |
| **No** | **The file type** | **The file name** |
| 1 | File: | AS\_RE\_filename  Example: AS\_RE\_OperationRequirement |
| 2 | Report file: | AS\_RE\_Report\_Name |
| 3 | Work detail file: | AS\_RE\_WorkDetail\_Week#?  *\*#?: Number of week* |
| 4 | Weekly report file: | AS\_RE\_WeeklyReport\_Name |

Table 2 Name for Requirement phase

* 1. Design phase

|  |  |  |
| --- | --- | --- |
| **No** | **The file type** | **The file name** |
| 1 | File | AS\_AD\_filename  Example: AS\_AD\_ArchitectureDriver |
| 2 | Report file | AS\_AD\_Report\_Name |
| 3 | Work detail file | AS\_AD\_WorkDetail\_Week#?  *\*#?: Number of week* |
| 4 | Weekly report file | AS\_AD\_WeeklyReport\_Name |
| 5 | Daily report file | AS\_AD\_DailyReport\_Name\_#?  *\*#?: day* |

Table 3 Name for Design phase

* 1. Code phase

|  |  |  |
| --- | --- | --- |
| **No** | **The file type** | **The file name** |
| 1 | File: | AS\_IM\_FileName  Example: AS\_IM\_SourceCode |
| 2 | Report: | AS \_ IM \_Report\_Name |
| 3 | Work detail file: | AS\_IM\_WorkDetail\_Week#?  *\*#?: number of week* |
| 4 | Weekly report file: | AS\_IM\_WeeklyReport\_Name |
| 5 | Daily report file | AS\_IM\_DailyReport\_Name\_#?  *\*#?: day* |

Table 4 Name for Code phase

* 1. Test phase

|  |  |  |
| --- | --- | --- |
| **No** | **The file type** | **The file name** |
| 1 | File: | AS \_TE\_FileName |
| 2 | Report: | AS \_TE\_WeeklyReport\_ImplementationName |
| 3 | Work detail file: | AS \_TE\_WorkDetail\_Week#?  *\*#?: number of week* |
| 4 | Weekly report file: | AS \_TE\_WeeklyReport\_ImplementationName |
| 5 | Weekly evaluation file | AS \_TE\_Evaluation\_Week#?  *\*#?: number of week* |

Table 5 Name for Test phase

* 1. Time log

|  |  |  |
| --- | --- | --- |
| **No** | **The file type** | **The file name** |
| 1 | File chung | AS\_PM\_DeadlineTeam\_TimeLog |
| 2 | Time log actual | AS\_PM\_TimeLog\_DeadlineTeam \_Name  Example: AS\_PM\_TimeLog\_DeadlineTeam\_PhuTa  *\*#?: number of effort log* |

Table 6 Name for Time log

* 1. Presentation

|  |  |  |
| --- | --- | --- |
| **No** | **The file type** | **The file name** |
| 1 | File | AS\_DeadlineTeam\_FileName.ppt |

Table 7 Name for Presentation

* 1. Meeting minute

|  |  |  |
| --- | --- | --- |
| **No** | **The file type** | **The file name** |
| 1 | File | AS\_PM\_Meeting\_Minutes\_ddmmyy\_#?  Example: AS\_PM\_Meeting\_Minutes\_121113\_01  *\*If we have only 1 meeting, “#?” needn't to fill*  *\*If we have more than 1 meeting, “#?” to be replaced by 1 or 2...* |

Table 8 Name for Meeting minute

# **Admission system depository**

## Directory structure

# **Code standard**

N/A