Admissions Website of Van Lang University

Deadline Team



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# **Revision history**

|  |  |  |  |
| --- | --- | --- | --- |
| **Version** | **Updated date** | **Author** | **Description** |
| 1.0 | 06/11/2013 | Ta Ngoc Thien Phu | Create Document |

# **List of table**

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# **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.

# **SCM 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.

## **SCM 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
* Maven2
* MySQL
* SVN

# **Naming convention**

## **Documentation**

## Project management:

|  |  |  |
| --- | --- | --- |
| **No** | **The file type** | **The file name** |
| 1 | File: | FP\_PM\_FileName. |
| Example: FP\_PM\_MeasurementPlan |
| 2 | Report file: | FP\_PM\_WeeklyReport\_ImplementationName |
| Example: FP\_PM\_ WeeklyReport\_HuyNgo |
| 3 | Work detail file: | FP\_PM\_WorkDetail\_Week#? |
| Example: FP\_PM\_WorkDetail\_Week#1 |
| 4 | Weekly report file: | FP\_PM\_WeeklyReport\_ImplementationName |
| FP\_PM\_WeeklyReport\_HuyNgo |
| 5 | Weekly evaluation file: | FP\_PM\_Evaluation\_Week#?  *\*#?: number of week* |
| FP\_PM\_Evaluation\_Week#1 |

*Table 1 Name for project management*

### Requirement phase:

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

*Table 2 Name for Requirement phase*

### Architecture and Design phase:

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

*Table 3 Name for Design phase*

### Implement phase:

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

*Table 4 Name for Code phase*

### Test phase:

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

*Table 5 Name for Test phase*

### Effort log:

|  |  |  |
| --- | --- | --- |
| **No** | **The file type** | **The file name** |
| 1 | File chung | DeadlineTeam-EffortLog01 |
| 2 | Effort log plan | EffortLog#?\_ DeadlineTeam\_Plan\_ImplementationName\_student-code  *\*#?: number of effort log* |
| 3 | Effort log actual | EffortLog#?\_ DeadlineTeam \_Actual\_ ImplementationName\_student-code  *\*#?: number of effort log* |

*Table 6 Name for Effort log*

### Presentation:

|  |  |  |
| --- | --- | --- |
| **No** | **The file type** | **The file name** |
| 1 | File | DeadlineTeam\_FileName\_version.ppt |

*Table 7 Name for Presentation*

### Meeting minute

|  |  |  |
| --- | --- | --- |
| **No** | **The file type** | **The file name** |
| 1 | File | FP\_PM\_Meeting\_Minutes\_ddmmyy\_#?  *\*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*

# **Admissions Website depository**

## **Directory structure**

# **Code standard**

*N/A*

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