

**CONFIGURATION ITEM PLAN FOR AGILE**

**Software Process And Quality Management**

**Team 5 K16T1**



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|  |  |  |  |
| --- | --- | --- | --- |
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| 24/09/2013 | 1.0 | Dao Khau | Create Document |
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**REVISIONS**

# Member Lists:

|  |  |
| --- | --- |
| T103573 | Le Ngoc Chau |
| T105026 | Khau Thanh Dao |
| T104898 | Huynh Trong Khang |
| T101184 | Ta Ngoc Thien Phu |
| T103569 | Nguyen Hoang Fa Thu |
| T094054 | Trinh Thai Anh |

# Introduction:

## Purpose:

In order to ensure that change is well managed over the process of developing project, a plan has been drafted in accordance with the Agile's Configuration Items Plan. This document is intended to serve as a standard for team members in the execution of the change management process. It outlines the objectives of the Configuration Items Plan, details what products are to be placed under change control, and describes the processes by which work products are controlled

## Audience:

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

# Configuration Management:

## Organization:

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

## Training

* Use Team foundation service for integrating source code

# Configuration Management Guide

## Configuration Items

|  |  |  |
| --- | --- | --- |
| **No.** | **Category** | **Item list** |
| 1 | Document | Document name |
| 2 | Process | Process make changes document on task |
| Process submit task to repository |
| 3 | Tool | Tool for access to the repository |
| Tools for editing documents. |
| 4 | Organization | Organize folders to store document |

## Configuration Items Guide

### Document name

#### Project management

|  |  |  |
| --- | --- | --- |
| **No** | **The file type** | **The file name** |
| 1 | File: | [Project's name]\_PM\_[File’s name]. |
| Example: AS\_PM\_MeasurementPlan |
| 2 | Report file: | [Project's name]\_PM\_WeeklyReport\_[Name] |
| Example: AS\_PM\_WeeklyReport\_HuyNgo |
| 3 | Work detail file: | [Project’s name]\_PM\_DailyReport\_[ddmmyy] |
| Example: AS\_PM\_DailyReport\_281113 |
| 4 | Weekly report file: | [Project's name]\_PM\_WeeklyReport\_PhaseName\_[ddmmyy] |
| AS\_PM\_WeeklyReport\_Requirement\_281113 |
| 5 | Weekly evaluation file: | [Project's name]\_PM\_WeeklyEvaluation |
| Example: AS\_PM\_WeeklyEvaluation |

#### Requirement phase

|  |  |  |
| --- | --- | --- |
| **No** | **The file type** | **The file name** |
| 1 | File: | [Project's name]\_RE\_[File's name]  Example: AS\_RE\_OperationRequirement |
| 2 | Report file: | [Project's name]\_RE\_Report\_[Name] |
| 3 | Work detail file: | [Project's name]\_RE\_WorkDetail\_Week[Number of week] |
| 4 | Weekly report file: | [Project's name]\_RE\_WeeklyReport\_[Name] |

#### Design phase

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

#### Code phase

|  |  |  |
| --- | --- | --- |
| **No** | **The file type** | **The file name** |
| 1 | File: | [Project's name]\_IM\_[File's name]  Example: AS\_IM\_SourceCode |
| 2 | Report: | [Project's name] \_ IM \_Report\_[Name] |
| 3 | Work detail file: | [Project's name]\_IM\_WorkDetail\_Week[Number of week] |
| 4 | Weekly report file: | [Project's name]\_IM\_WeeklyReport\_[Name] |
| 5 | Daily report file | [Project's name]\_IM\_DailyReport\_Name\_[ddmmyy] |

#### Test phase

|  |  |  |
| --- | --- | --- |
| **No** | **The file type** | **The file name** |
| 1 | File: | [Project's name] \_TE\_[File's name] |
| 2 | Report: | AS \_TE\_WeeklyReport\_ImplementationName |
| 3 | Work detail file: | [Project's name] \_TE\_WorkDetail\_Week[Number of week] |
| 4 | Weekly report file: | [Project's name] \_TE\_WeeklyReport\_[Name] |
| 5 | Weekly evaluation file | [Project's name] \_TE\_Evaluation\_Week[Number of week] |

#### Timelog

|  |  |  |
| --- | --- | --- |
| **No** | **The file type** | **The file name** |
| 1 | File | [Project's name]\_PM\_DeadlineTeam\_TimeLog |
| 2 | Time log actual | [Project's name]\_PM\_TimeLog\_DeadlineTeam \_[Name]  Example: AS\_PM\_TimeLog\_DeadlineTeam\_PhuTa |

#### Presentation

|  |  |  |
| --- | --- | --- |
| **No** | **The file type** | **The file name** |
| 1 | File | [Project's name]\_DeadlineTeam\_[File’s name] |

#### Meeting minutes

|  |  |  |
| --- | --- | --- |
| **No** | **The file type** | **The file name** |
| 1 | File | [Project's name]\_PM\_Meeting\_Minutes\_[ddmmyy]\_[Number]  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...* |

### Process make changes document on SVN



### Process submit task to repository



### Tool for access to the repository

|  |  |
| --- | --- |
| **Criteria** | **Description** |
| Name | TortoiseSVN |
| URL | [Project’s URL of SVN] |
| Username | To be sent directly via mail by PM |
| Password | To be sent directly via mail by PM |

### Tool for edit document

|  |  |
| --- | --- |
| **Name** | **Description** |
| Microsoft office 2010 | Ver. 14.0 |

### Organize for store document



