

**BASELINE ESTABLISHMENT PROCEDURE**

**Software Process And Quality Management**

**Team 5 K16T1**



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**REVISIONS**

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# OVERVIEW:

## Description

This activity involves identifying the structure of work products so the Configuration Items (CIs) for a project may be controlled by establishing designated configuration baselines. The work products placed under configuration management include the products that are delivered to the customer, designated internal work products, acquired products, tools and other items used in creating and describing these work products. The configuration baselines are usually established at the conclusion of a formal review.

This procedure is mandatory for any required baseline not already established.

## Entry Criteria

Complete the following before beginning this procedure:

* Proposed items to be baselined
* Scheduled Formal Review
* Project Configuration Management Plan (CMP)

## Exit Criteria

The following are a result of completing this procedure:

* New configuration management baselines (work products)
* Approved Configuration Control Directive (CCD)

# PROCEDURE STEPS:

## Project Manager

**Provide list of proposed Configuration Items:** Provide the Project Configuration Manager a list of proposed items for baselining and documentation used to define the configuration baseline for each CI.

## Project Configuration Manager

**Assign identifiers to Configuration Items and associated documentation:** Provide a numbering schema to the Project Manager for software and documentation and assign configuration identifiers to CIs.

## Project Manager

**Gather products for baselining:**

Have the project team provide the CIs and related documentation necessary to establish the appropriate baseline. The following baselines are usually established in relation to the associated reviews:

* Functional Baseline (FBL) is established when the Configuration Control Board (CCB) approves the proposed baseline. The FBL includes the following approved work products (i.e. Requirements Document, Deficiency Report (DR), review minutes, etc.).
* Allocated Baseline (ABL) is established when the Preliminary Design Review and updated schedule are completed. The ABL includes the following work products: all approved products used to identify the allocated resources (i.e., Release Schedule, Database Specification (draft), Design Document (draft), Software Development Plan (SDP) - for organic development, Interface Requirements Agreements (draft), Requirements Documents (i.e., GRS or the ConOps and SRS, etc.) and all of the updated items in the FBL.
* Product Baseline (PBL) is established immediately preceding the Test Readiness Review I (TRR I). If the TRR I is not completed with a decision to proceed, the PBL is rejected and must be re-established preceding the next TRR I. The PBL includes all of the components of the prime mission product, description of the development environment, installation instructions, all the user and operational documentation and plans, and all of the updated items in the ABL. A Physical Configuration Audit (PCA) must be performed on the PBL to verify its authenticity before the Field Readiness Review. The PBL includes a complete and approved release package.

## CCB

Review and approve the Configuration Control Directive (CCD): The CCB reviews and approves a CCD to establish each baseline. Refer to the CCB Procedure and CCD Form.

## Project Configuration Manager

**Document baseline establishment:**

Ensure all baselined CIs are in a centralized Government-controlled area (i.e. Configuration Management Library, configuration management tool). Create a portfolio or folder consisting of the following documents to validate that the baseline was established:

* Completed and approved CCD
* Meeting minutes
* Related correspondence