

**PROJECT CONFIGURATION MANAGEMENT LIBRARY PROCEDURE**

**Software Process And Quality Management**

**Team 5 K16T1**



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| Date | Version | Author | Description |
| 25/12/2013 | 1.0 | Big Five Team | Create Document |
| 30/12/2013 | 1.1 | Big Five Team | Update Document |

**REVISIONS**

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# OVERVIEW

## Description

This activity involves maintaining the Project Configuration Management (CM) Library. The CM Library contains the minutes, reports, current baselined project, approved documentation, and artifact files to keep the project running smoothly.

## Entry Criteria

Complete the following before beginning this procedure:

* Artifacts to be placed under CM
* Artifacts currently under CM
* Baselined artifacts under CM
* Project Configuration Management Plan

## Exit Criteria

The following work products are a result of completing this procedure:

* Controlled artifacts with related change and version information
* Current CM Library

# PROCEDURE STEPS

## Project Configuration Manager

**Maintain Project CM Library.**

Maintain the day-to-day project CM Library.

* Control access to artifacts in the CM Library
* Add new artifacts to the CM Library.
* Track the check-out and check-in artifacts in the CM Library.
* Ensure artifact changes are captured, recorded, tracked and monitored (i.e. the description and type of change, the author, date and time of the change).
* Maintain artifact versions