

**CONFIGURATION MANAGEMENT PLANNING PROCEDURE**

**Software Process And Quality Management**

**Team 5 K16T1**



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**REVISIONS**

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# OVERVIEW

## Description

This activity involves the procedures for developing and maintaining the Project Configuration Management Plan (CMP). This plan describes the type of configuration management activities to be accomplished, how they are to be accomplished, who is responsible for doing specific activities, when they are to be done, and the resources (configuration management tools and personnel) required to do them.

## Entry Criteria

Complete the following before beginning this procedure:

* Approved Project

## Exit Criteria

The following work product is a result of completing this procedure:

* New or updated Project Configuration Management Plan

# PROCEDURE STEPS

## Project Configuration Manager

**Develop the Project Configuration Management Plan (CMP).**

Ensure the latest CMP Template is used for development and maintenance of the Project CMP. The Configuration Management Plan Template contains specific guidance. If the CMP is being developed from an existing CMP, assess the impact of any changes to the latest CMP Template.

## Project Configuration Manager

**Initiate the Project CMP coordination process.**

Send draft Project CMP, as a minimum, to the Lead Engineer and Project Manager for review and coordination. Note: The plan may be coordinated through the SEPG, if desired, to ensure SEP compliance.

## Lead Engineer and Project Manager

**Review and coordinate on the Project CMP.**

Review and coordinate on the Project CMP and provide feedback about the plan to the Project Configuration Manager.

## Project Configuration Manager

**Finalize the Project CMP.**

Revise the Project CMP if necessary and finalize it based on all feedback received. Send the Project CMP out for final signature, coordination, and approval by the Program Manager. Place approved Project CMP under formal Configuration Management control.