

**CONFIGURATION STATUS ACCOUNTING PROCEDURE**

**Software Process And Quality Management**

**Team 5 K16T1**



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**REVISIONS**

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# OVERVIEW

## Description

This configuration management activity involves the recording and reporting of information needed to effectively manage established baselines and those being established during the development process. This process helps to maintain configuration integrity during change control and development periods by ensuring that the status accounting records, documents, and executable system files are consistent. The Project Configuration Manager produces a report that reflects the proposed, currently approved, and validated versions of the work products and the configuration management baselines.

## Entry Criteria

Complete the following before beginning this procedure:

* Work products
* Configuration Status Accounting (CSA) report distribution list

## Exit Criteria

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

* CSA report

# PROCEDURE STEPS

## Project Configuration Manager

**Capture CSA information**

Examples of work products requiring CSA are as follows:

* Items that are used as input to conduct formal reviews, milestone reviews and decision point reviews such as the System Requirements Review, Milestone B Review, Test Readiness Review I, Critical Design Review, Post-Critical Design Review Assessment, etc.
* Items associated with the project to satisfy contracts, accomplish assignments or provide information to the project.
* Items that will be delivered to the field or organizations outside of the project or key management personnel, groups, or organizations associated with the project.
* Items that will be used for application execution, implementation or sustainment.

## Project Configuration Manager

**Generate and archive CSA reports.**

Generate CSA reports on an as-required basis for project use and for reviews. Distribute the CSA reports to the stakeholders. Archive the CSA reports to provide an audit trail. Examples of information typically presented in the CSA reports include, but are not limited to the following items:

* Software Change Request (SCR) status
* Deficiency Report (DR) status
* Action Item status
* Change implementation status
* System and subsystem versions
* Document status (i.e., Requirements Documents, Design Documents, Test Documents, Plans, etc.)
* Release composition (versions of system files and documents that are contained in a particular release)
* Test status