

**PHYSICAL CONFIGURATION AUDIT 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 auditing the Configuration Item (CI) performance against its approved configuration documentation to verify the customer's functional requirements. In addition, the Project Configuration Manager compares the production software to the software in the project's Configuration Management Library. A Physical Configuration Audit (PCA) should be accomplished on the product baseline (PBL) for each release to verify its authenticity before the Field Readiness Review to verify compliance with the stated requirements and to ensure that all life-cycle documentation supports the added functionality.

## Entry Criteria

Complete the following before beginning this procedure:

* Work Products in the Product Baseline
* Project Configuration Management Plan (CMP)

## Exit Criteria

The following are a result of completing this procedure:

* Compiled and signed PCA checklists and support material
* Software ready for the Field Readiness Review

# PROCEDURE STEP

## Prepare for the Technical Review

**Prepare for the technical review using Plan the Technical Review Procedure.**

## Project Manager

**Plan Configuration Audits.**

Select audit team members. The audit team must include the Project Configuration Manager, Project Manager, and customer representative. Other stakeholders may also serve as members of the audit team. Notify the Project Configuration Manager of upcoming PCA reviews.

## Project Configuration Manager

**Gather audit review materials.**

Distribute the work products and facilitate the PCA for the assigned projects. Gather all applicable material for review. Prepare PCA Checklists. Refer to MIL-HDBK-61A CM Guidance.

## Project Configuration Manager

**Support audit.**

Ensure audit team members are aware of their responsibilities. Coordinate the PCA activities on the formal audit agenda. Gather all audit interim and finalized checklists at the end of the day for audits that cover more than one day. Review audit status with the audit team at the end and beginning of each day when audit covers more than one day. Consolidate audit results upon completion of the audit.

## Project Manager

**Ensure the accomplishment of the PCA.**

Ensure the PCA verifies the design of the CI matches the design documentation.

To conduct a PCA, the following inputs are required:

* List of approved changes to the CI
* Test scripts
* Test reports
* Test results of all tests performed
* Manuals such as the Operator Manual and User Manual
* Functional Configuration Audit results
* All open Action Items (AIs) from previous reviews
* Any other documentation as required by the audit team members

## Audit Team

**Conduct PCA.**

Each CI must be audited and the audit team members must perform the following tasks:

* Record the differences between the CI being audited and its configuration management records in the PCA Checklist as comments.
* Review test plans, test scripts and test reports as well as product specifications to ensure the product complies with its design requirements.
* Ensure the correction of the discrepancies noted during the FCA on each CI.
* Ensure all CI design descriptions are defined consistently.
* Ensure all applicable system documentation is complete.
* Certify each CI accepted complies with the specifications and is included in release package.
* Compile the PCA checklist.

## Project Configuration Manager

**Capture and report audit findings.**

The Project Configuration Manager will use the PCA checklist to ensure that all tasks are completed during the audit and all findings are documented. The PCA checklist and any support material used to document the audit results must be placed under configuration control and made available to audit team members.