

**CONFIGURATION MANAGEMENT PROCESS**

**Software Process And Quality Management**

**Team 5 K16T1**



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**REVISIONS**

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# INTRODUCTION:

## DOCUMENT PURPOSE:

This document ***is*** Configuration Management (CM) of systems and/or software engineering efforts. CM supports the management and control of project requirements and configurations. CM establishes and maintains the integrity of the products of a project throughout the project life cycle. CM involves identifying the configuration of products developed and delivered to the customer, systematically controlling changes to the configuration, and maintaining the traceability of the configuration.

The purpose of Configuration Management:

* Ensure that all CM activities are identified, assigned and planned
* Estimate resources (labor, material, facilities) required to support CM activities
* Define and document how CM will be implemented

NOTE: If starting the project, ensure acceptance by the project team prior to the start of development

## Scope:

This process supports projects involving systems or software engineering, or technical support services.

## Guidelines

Personnel performing CM may find it necessary or beneficial to tailor the steps defined in this document, depending upon the scope of the project for which CM is being implemented, e.g. where a project involves performing a service versus developing a hardware or software product, certain steps may be tailored or omitted as appropriate.

Project personnel charged with implementing this process shall ensure that completed work products based on this process comply with the process described in this document.

## Document Overview

This document consists of the following sections:

1. Section 1 is an introduction to the Configuration Management Process.
2. Section 2 contains the roles and responsibilities, entrance criteria, inputs, tasks, outputs and exit criteria and process measures for the Configuration Management Process.
3. Section 3:

## Reference Materials

## Abbreviations and Acronyms.

|  |  |
| --- | --- |
| Abbreviations | Acronyms |
| CCB | Configuration Control Board |
| CI | Configuration Item |
| CM | Configuration Management |
| CMP | Configuration Management Plan |
| CMU | Carnegie Mellon University |
| CR | Change Request |
| CSA | Configuration Status Accounting |
| DCR | Document Change Request |
| PM | Project Manager |
| PMP | Project Management Plan |
| QA | Quality Assurance |

# Configuration management process:

# *Overview:*

Verify consistency of configuration documentation against the product

Configuration Audits

Provide status and Information about a product and its configuration documentation

Control change to a Product and its configuration documentation

Define the product and its configuration documentation Identification

# *Configuration management process:*

# *Process:*



# *Role and responsibility*

|  |  |
| --- | --- |
| Roles | Responsibility |
| Project Manager | The Project Manager (PM) is responsible for establishing the CM Process.  The PM uses the provisions of the Systems/Software Engineering Management Policy, the Project Management Plan Template to define the expectations for successful implementation of CM.  The PM appoints the members of the project CM organization.  The PM assigns the resources and tasking to the CM Manager and CM Group, tracks the effort expended and progress made, and interacts regularly with the CM Manager regarding the performance of assigned individuals.  The PM obtains objective verification of process compliance and process integrity from Quality Assurance (QA), and takes corrective actions as is determined necessary.  The PM reports process progress to higher-level management. |
| CM Manager | The CM Manager is responsible for the execution of the CM Process.  The CM Manager plans and documents the project CM activities in the Project Management Plan (PMP), supporting project schedule, and CM Plan (CMP).  The CM Manager uses Project Management Plan and the CMP Template, as guidance for preparing the CMP.  The CM Manager leads the CM Group, and directs its activities in coordination with the expectations set forth by the PM.  The CM Manager monitors the performance of the process, collects metrics and reports on the process status to the PM. |
| CM Group | The CM group, which includes the CM Manager, is responsible for executing the CM Process.  CM Group members report their progress through weekly measurements and make recommendations for process improvement to the CM Manager as the need arises.  Each team member attends CM training. The training includes instruction on the tasks to be performed and the measurements that each individual will be expected to report on a weekly basis. |
| Configuration Control Board | The Configuration Control Board (CCB) establishes new product baselines, and oversees and adjudicates all proposed changes to existing configuration baselines in accordance with the project CMP and CCB Charter.  The Project CMP documents board membership requirements.  The PM appoints the membership of the CCB that is charged with implementing the provisions of the CMP. Membership in the CCB includes, as much as possible, representation from all project engineering and technical support areas. Customer representation on the CCB may be included. |
| Quality Assurance | QA monitors CM Process performance for adherence to the standards referenced in this process, documents the results of periodic objective verification of process compliance, reports findings to the CM Manager, PM and Senior Management, and works with the CM Manager and PM to resolve process issues. QA also participates with the CM Group in the conduct of formal CM verification activities (e.g. Functional and Physical Configuration Audits) as prescribed by the project CMP. |

# *Change management process*

# *Process*

# *Description*

|  |  |  |
| --- | --- | --- |
| Step | Description | Role |
| 1. Changes Identified and CCR Submitted | An completes a CCR to document or request a change.  The user enters the information for a CCR into the change management system . The user must provide a detailed description of the change. A detailed description can result in more effective analysis and implementation of a change. | System engineer  Respond engineer |
|  |  |  |