**Configuration management plan**

[Name of Project]

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# **Revision**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No** | **Version** | **Update date** | **Author** | **Content** |
| 1 | 1.0 | 06/11/2013 | Ta Ngoc Thien Phu | Create Document |
| 2 | 1.1 | 16/11/201 | Le Ngoc Chau | Update time log’s name |

Table 1: Revision history

# **Introduction**

## Purpose

[Description purpose of document]

## Audience

[Description audience of document]

# **Configuration Activities**

## Organization

[Description about organization where support for implement configuration management]

## Configuration management responsibilities

[Description about responsibilities of person who implement configuration management]

## General Guidelines

[Description general guidelines for activities of configuration management]

## Configuration control

## Configuration Identification

Team manages followings as configuration items.

* SRS (Software Requirement Specification)
* SCMP (Software Configuration Managements Plan)
* CMB (Change Management Plan)
* RMP (Risk Management Plan)
* STS (System Test Specification)
* STP (System Test Plan)
* Source Code

## Tools

* Microsoft Office 2013
* Eclipse
* Maven 2
* MySQL
* SVN

# **Naming convention**

## Documentation

## Project management:

|  |  |  |
| --- | --- | --- |
| **No** | **The file type** | **The file name** |
| 1 | File: | AS\_PM\_FileName. |
| Example: AS\_PM\_MeasurementPlan |
| 2 | Report file: | AS\_PM\_WeeklyReport\_Name |
| Example: AS\_PM\_ WeeklyReport\_HuyNgo |
| 3 | Work detail file: | AS\_PM\_DailyReport\_#?  *\*#?: day* |
| Example: AS\_PM\_DailyReport\_281113 |
| 4 | Weekly report file: | AS\_PM\_WeeklyReport\_PhaseName\_#?  *\*#?: day* |
| AS\_PM\_WeeklyReport\_Requirement\_281113 |
| 5 | Weekly evaluation file: | AS\_PM\_WeeklyEvaluation |
| Example: AS\_PM\_WeeklyEvaluation |

Table 1 Name for project management

* 1. Requirement phase

|  |  |  |
| --- | --- | --- |
| **No** | **The file type** | **The file name** |
| 1 | File: | AS\_RE\_filename  Example: AS\_RE\_OperationRequirement |
| 2 | Report file: | AS\_RE\_Report\_Name |
| 3 | Work detail file: | AS\_RE\_WorkDetail\_Week#?  *\*#?: Number of week* |
| 4 | Weekly report file: | AS\_RE\_WeeklyReport\_Name |

Table 2 Name for Requirement phase

* 1. Design phase

|  |  |  |
| --- | --- | --- |
| **No** | **The file type** | **The file name** |
| 1 | File | AS\_AD\_filename  Example: AS\_AD\_ArchitectureDriver |
| 2 | Report file | AS\_AD\_Report\_Name |
| 3 | Work detail file | AS\_AD\_WorkDetail\_Week#?  *\*#?: Number of week* |
| 4 | Weekly report file | AS\_AD\_WeeklyReport\_Name |
| 5 | Daily report file | AS\_AD\_DailyReport\_Name\_#?  *\*#?: day* |

Table 3 Name for Design phase

* 1. Code phase

|  |  |  |
| --- | --- | --- |
| **No** | **The file type** | **The file name** |
| 1 | File: | AS\_IM\_FileName  Example: AS\_IM\_SourceCode |
| 2 | Report: | AS \_ IM \_Report\_Name |
| 3 | Work detail file: | AS\_IM\_WorkDetail\_Week#?  *\*#?: number of week* |
| 4 | Weekly report file: | AS\_IM\_WeeklyReport\_Name |
| 5 | Daily report file | AS\_IM\_DailyReport\_Name\_#?  *\*#?: day* |

Table 4 Name for Code phase

* 1. Test phase

|  |  |  |
| --- | --- | --- |
| **No** | **The file type** | **The file name** |
| 1 | File: | AS \_TE\_FileName |
| 2 | Report: | AS \_TE\_WeeklyReport\_ImplementationName |
| 3 | Work detail file: | AS \_TE\_WorkDetail\_Week#?  *\*#?: number of week* |
| 4 | Weekly report file: | AS \_TE\_WeeklyReport\_ImplementationName |
| 5 | Weekly evaluation file | AS \_TE\_Evaluation\_Week#?  *\*#?: number of week* |

Table 5 Name for Test phase

* 1. Time log

|  |  |  |
| --- | --- | --- |
| **No** | **The file type** | **The file name** |
| 1 | File chung | AS\_PM\_DeadlineTeam\_TimeLog |
| 2 | Time log actual | AS\_PM\_TimeLog\_DeadlineTeam \_Name  Example: AS\_PM\_TimeLog\_DeadlineTeam\_PhuTa  *\*#?: number of effort log* |

Table 6 Name for Time log

* 1. Presentation

|  |  |  |
| --- | --- | --- |
| **No** | **The file type** | **The file name** |
| 1 | File | AS\_DeadlineTeam\_FileName.ppt |

Table 7 Name for Presentation

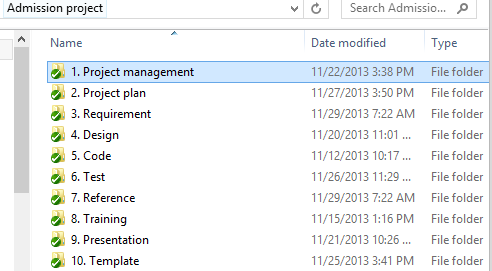
* 1. Meeting minute

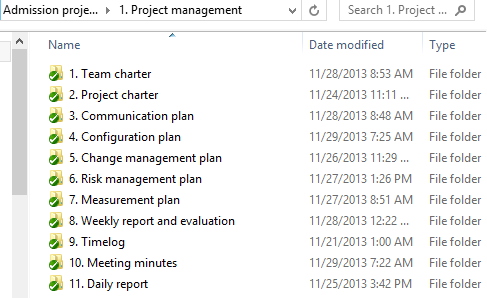
|  |  |  |
| --- | --- | --- |
| **No** | **The file type** | **The file name** |
| 1 | File | AS\_PM\_Meeting\_Minutes\_ddmmyy\_#?  Example: AS\_PM\_Meeting\_Minutes\_121113\_01  *\*If we have only 1 meeting, “#?” needn't to fill*  *\*If we have more than 1 meeting, “#?” to be replaced by 1 or 2...* |

Table 8 Name for Meeting minute

# **Admission system depository**

## Directory structure





# **Code standard**

N/A