

**CONFIGURATION ITEM PLAN FOR AGILE**

**Software Process And Quality Management**

**Team 5 K16T1**



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|  |  |  |  |
| --- | --- | --- | --- |
| Date | Version | Author | Description |
| 24/09/2013 | 1.0 | Dao Khau | Create Document |
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**REVISIONS**

# MEMBER LISTS:

|  |  |
| --- | --- |
| T103573 | Le Ngoc Chau |
| T105026 | Khau Thanh Dao |
| T104898 | Huynh Trong Khang |
| T101184 | Ta Ngoc Thien Phu |
| T103569 | Nguyen Hoang Fa Thu |
| T094054 | Trinh Thai Anh |

# INTRODUCTION:

## PURPOSE:

In order to ensure that change is well managed over the process of developing project, a plan has been drafted in accordance with the Agile Configuration Items Plan. This document is intended to serve as a standard for team members in the execution of the change management process. It outlines the objectives of the Configuration Items Plan, details what products are to be placed under change control, and describes the processes by which work products are controlled

## AUDIENCE:

|  |  |
| --- | --- |
| Intended Audience | Reading Suggestions |
| Project Manager | Whole the document for managing configurations of the project |
| Phase leader | Item 2, 3.1-3.4 for allow configuration rules of the project |

# CONFIGURATION MANAGEMENT:

## ORGANIZATION:

The Agile configuration Items will be involved in configuration management activities.

**General guideline**

* When creating documents or making changes, follow these general guideline to prevent collisions:
* If you are not sure about the name of a new file or the directory where it should be saved, ask the configuration manager in the team. Most artifacts should follow a naming convention. If you create a new file, check in this document if there is a convention that applies.
* Not all artifacts produced during the software development project should be under configuration items. Files created as an intermediate step to the creation of an artifact should not be copied into the depot, even if these files are shared among team members. If we put under configuration items every file we create, the depot we’ll get cluttered. Use your best judgment here.
* Many artifacts will be Word documents such as this plan. They all should use the same visual style and basic structure. Use the template available and avoid formatting paragraphs—use the styles available in the template.

Some artifacts will be PowerPoint presentations. For any studio-related presentation, use the PowerPoint template available

## TRAINING

* Bug tracker for tracking bugs and changes
* Use Team foundation service for integrating source code

# CONFIGURATION MANAGEMENT GUIDE

## CONFIGURATION ITEMS

|  |  |  |
| --- | --- | --- |
| **No.** | **Category** | **Item list** |
| 1 | Document | Document name |
| Document content |
| Symbols for drawing process |
| 2 | Process | Process make changes document on task |
| Process submit task to repository |
| 3 | Tool | Tool for access to the repository |
| Tool for tracking bugs |
| Tools for editing documents. |
| Tools for product development |
| 4 | Organization | Organize folders to store document |

## CONFIGURATION ITEMS GUIDE

### Document name

#### 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 |

#### 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 |

#### 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* |

#### 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* |

#### 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* |

#### Timelog

|  |  |  |
| --- | --- | --- |
| **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* |

#### Presentation

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

#### Meeting minutes

|  |  |  |
| --- | --- | --- |
| **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...* |

### Document content

#### Prescribed for Word documents

|  |  |
| --- | --- |
| **Component** | **Regulations** |
| Font | Arial |
| Type | * Title: * Size 14 * Font style: Bold * Font color: Red, Accent 2, Darker 50% (Custom: Color model: RGB, Red: 99, Green: 37, Blue: 35) * Header level 1: * Size 12 * Font style: Bold * Font color: Red, Accent 2, Darker 50% (Custom: Color model: RGB, Red: 99, Green: 37, Blue: 35) * Header level 2 * Size 11 * Font style: Bold * Font color: Red, Accent 2, Darker 50% (Custom: Color model: RGB, Red: 99, Green: 37, Blue: 35) * Header level 3 * Size 10 * Font style: Bold * Font color: Red, Accent 2, Darker 50% (Custom: Color model: RGB, Red: 99, Green: 37, Blue: 35) * Header level 4 * Size 10 * Font style: Bold * Font color: Automatic |
| Table | * Column header: * Fill color: Color code: Red, Accent 2, Darker 50% (Custom: Color model: RGB, Red: 99, Green: 37, Blue: 35) * Size: 10 * Font color: White * Position: Center text * Cell: * Fill color: No color * Odd rows: White, Background 1, Darker 15% (Custom: Color model: RGB, Red: 217, Green: 217, Blue: 217) * Even rows: No fill * Size: 10 * Font color: Automatic |
| Header | As header of this document |
| Footer | As footer of this document |
| Bullet | * Bullet level 1 * Bullet level 2 * Bullet level 3 |
| Margin | Left: 3 cm, Right: 2 cm, Top: 2 cm, Bottom: 2 cm |

#### Prescribed for Excel documents

|  |  |
| --- | --- |
| **Component** | **Regulations** |
| Font | Arial |
| Column header | * Fill color (background): Color code: Red, Accent 2, Darker 50% (Custom: Color model: RGB, Red: 99, Green: 37, Blue: 35) * Size: 10 * Font color: White * Position: Center text |
| Cell | * Fill color (background): * Odd rows: White, Background 1, Darker 15% (Custom: Color model: RGB, Red: 217, Green: 217, Blue: 217) * Even rows: No fill * Size: 10 * Font color: Automatic |

### Symbol for drawing process



### Process make changes document on SVN



### Process submit task to repository



### Tool for access to the repository

|  |  |
| --- | --- |
| **Criteria** | **Description** |
| Name | TortoiseSVN-Ver.1.7.7 |
| URL | <https://cdkpt.googlecode.com/svn/trunk> |
| Username | To be sent directly via mail by PM |
| Password | To be sent directly via mail by PM |

### Tool for edit document

|  |  |
| --- | --- |
| **Name** | **Description** |
| Microsoft office 2010 | Ver. 14.0 |
| Mindjet MindManager 2012 | Ver 10.0 |
| Enterprise Architect | Ver 7.0 |

### Tool for product development

|  |  |
| --- | --- |
| **Name** | **Description** |
| Microsoft visual studio 2010 | Ver. 10.0 |

### Organize for store document



