# **Data**

## Software Coding

During software coding and unit testing, project groups develop and document software corresponding to each software unit in the CI design.

CM activities are listed below:

1. Maintain the corrective action process and provide status reports.
2. Maintain configuration control of Developmental Configuration products (including source code and source code listings).
3. Maintain configuration control of the Functional and Allocated Baselines.
4. Participate in joint management and technical reviews.
5. Support the CCB.
6. Maintain the CM Document and Drawing Libraries.

# **Change**

## Change log

The project organization baseline change process is a continuous function that involves the preparation, implementation, and distribution of CI and associated documentation changes. It has been approved by the sponsor organization and involves activity at both the project and program levels.

***Guidance***

*These statements and the following paragraphs assume that the project organization is both the developmental activity and SSA for the product. If this is not the case, tailor your document accordingly.*

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Change # | Type | Change Title | Change Description | Priority | Requested Owner | Status | Date Submitted |
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## Change Process



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| --- | --- | --- | --- |
| Step | Input | Activities | Output |
| 1. Receive change request | Change Request | Stakeholder send change request by using change request form | Change Request Form |
| 2.Log Change request | Change Request Form | Document change request | Change Request Log |
| 3.Analysis Impact of change | Change Request Form | * Evaluators will begin analyzing the information related to this change such as: traceability, priority, dependence, benefits etc. and update information needed to change request analysis. * Change Manager will estimate change entail of project and update Initial Analysis. * Change Manager inform Change Control Board Team to asset value of change   Change Control Board Team will decide accept or reject change request, if change request is reject, team will close change request and end process else go to stage 4 | Change Request Analysis |
| 4.Estimate | Change Request Analysis  Change Request Form | * Estimate about time, resource. If can’t do it, team will kept change to next release else go to stage 5 |  |
| 5.Implement | Change Request Form | * After change request is approved, Change Manager make plan to solve this change and push it to Change Request Log for manages and control. * Team will implement change based on plan of Change Manager.   (Note: if change occurs on current Sprint, Team must discuss about impact of change on Sprint goal, it is most likely to cancel sprint for major impacts) | Change Request Log |
| 6.Test | Change Request Log | Verifier will implement test this change to ensure change has resolved.  If test result is good, this change will be closed; else we must back to Implement step to re-execute. Change manager will update status of change in Change Request Log | Change request log |

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| **Roles** | **Responsibilities** |
| Change manager | Are the proposed changes and take responsibility for their suggestion. |
| Executor | The person who is assigned responsibility for making changes in a work product in response to an approved change request; updates the status of the request over time. |
| CCB | The group that decides to approve or reject proposed changes for a specific project |
| Configuration Manager(CM) | Manage documents arising in the process of change. |
| Verifier | The person who determines whether a change was made correctly. |

## Change request table

The change request table contains a record of all change requests and related information. It includes, but is not limited to, the data listed below

***Guidance***

*It may be beneficial to include a description or figure showing the format of this form.*

1. Change request number
2. Title
3. Date
4. Product/software name or acronym
5. Part number or revision in error
6. Originator
7. Change source (e.g., ECP), if applicable
8. Current change request status
9. Change request disposition.

## Change Request Forms

Create a subsection for each form used to record a request for a change or report a problem. The author may include the project-specific change request identification as shown in Figure 6-9. The term “SCR” has been typically defined as a Software Change Request, but may be defined by the project as appropriate, e.g., System/Software Change Request.

The [[project organization]] uses the following change forms for control of its baselines:

1. Engineering Change Proposals (ECPs)
2. Specification Change Notices (SCNs)
3. Notices of Revisions (NORs)
4. Deviations
5. Local change requests ***insert title of local change request.***

**Guidance**

The ECP and related forms are still considered viable documents to use to support CM, and should continue to be used to document all proposed changes to system and software configurations.

# Risk

## Identification

**Risk:** Project risk is an uncertain event or condition that, if it occurs, has a positive or a negative effect on at least one project objective, such as time, cost, scope, or quality…

**Risk management:** Risk management is the human activity which integrates recognition of risk, risk assessment, developing strategies to manage it, and mitigation of risk using managerial resources. The strategies include transferring the risk to another party, avoiding the risk, reducing the negative effect of the risk, and accepting some or all of the consequences of a particular risk

## Risk process



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| --- | --- | --- |
| **No** | **Activity** | Description |
| 1 | Identify risks | * Learning from the experience of those involved in the project and those who have experience or history data from history project to identify possible risks. * PM refers performance evaluation report, Issues log, project completion reports of similar projects in the past to identify the problems, issues can become risks. * Identify risks that may affect project by checklist lists the possible risks |
| 2 | Analyze impact of risks | * Risk Analysis based on Probability, Effect and Extent of parameters * Update on risk list. |
| 3 | Assess and Prioritize risks | * Goal is defined at phase 1, analysis goal, if goal isn’t clear understand, continuous analysis goal * Update on risk list. |
| 4 | Get risk and Create meeting plan | * Created a meeting to prepare for work implementation of risk assessment to track it. |
| 5 | Decide on Control Options | * Establish risk mitigation plans, then implement them * Monitor and Tracking risks |
| 6 | Establish risk mitigation plans | * PM Establish risk mitigation plans include: * Approach, identify risks, analyze and monitor * Monitoring risk and reporting plan * Identify the activities, roles and responsibilities of the members of the risk management process * Estimated cost for implementation of work risk management * The tools and techniques used in risk management and storage |
| 7 | Implement risk mitigation plans | * On the basis of the results of risk analysis, planning to manage risks * Give plan to manage that risk |
| 8 | Monitor and Tracking risks | * Monitors and updates the impact, probability of risk occurring periodically * Effectiveness of the plan to resolve the risk, or if the risk has become a reality, the effectiveness of the risk management plan |
| 9 | Close risk | * Risks that are canceled and not need to manage will be close and set status to Closed |

## Risk List

## Risk Priority

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| --- | --- | --- | --- | --- |
| RISK ID | LIST RISK | PROBABILITY | IMPACT | mitigate method |
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