

**BASELINE MANAGEMENT PROCEDURE**

**Software Process And Quality Management**

**Team 5 K16T1**



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**REVISIONS**

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# OVERVIEW

## Description

This activity involves managing the change process for the baselined configuration and tracking these changes to ensure the configuration of the system work products is known at all times. Baseline change requests are for use only before a system is fielded. If a change occurs after a system is fielded, a requirements document such as an IT/NSS Requirements Document (AF Form 3215) or a Deficiency Report (DR) must be submitted through the appropriate channels.

## Entry Criteria

Complete the following before beginning this procedure:

* Change Requests
* Project Configuration Management Plan

## Exit Criteria

The following are a result of completing this procedure:

* Established Change Category
* Revised baseline for Class II changes
* Approved Configuration Control Directive

# PROCEDURE STEPS

## Stakeholder

**Provide Change Request:** Send the change request to the Program Management Office (PMO).

## PMO

**Receive a change:** Receive a change request for existing baselines from a stakeholder, and present the change request to the Project Manager and Project Configuration Manager.

## Project Configuration Manager

**Track the change request:** Assign a tracking number to the change request. Monitor and track the change request through each stage of its development.

## Project Manager

**Conduct a preliminary analysis:** Designate an individual or team to conduct a preliminary analysis of the change request, and distribute the request to the individual or team. Ensure completion of the preliminary analysis and estimate for the change request. Review the completed estimate and designate a change category. Ensure Class II changes are made. Class I changes are submitted to the CCB unless these are changes to the Product Baseline (PBL), in which case they are submitted to the PMO.

## Configuration Control Board or PMO

**Process a Class I change category:** A Class I system change applies when the change could affect the cost, schedule, or scope of the project. Class I changes are processed based on their assigned priority (i.e. Emergency, Urgent, and Routine) as defined in MIL HDBK 61A, Section 6, Table 6.5. IF this is the PBL, the PMO approves the change and the PMO may consult with the CCB. For other baselines, a Configuration Control Board (CCB) or a person appointed by the CCB to evaluate proposed changes for approval approves Class I changes. Baseline change requests are for use only before a system is fielded. If a change occurs after a system is fielded, a requirements document such as an IT/NSS Requirements Document (AF Form 3215) or a Deficiency Report (DR) must be submitted through the appropriate channels. Refer to the Deficiency Reports Procedure. The Project Configuration Management Plan should specify the internal controls to use for controlling documents not identified as CIs. Refer to MIL HDBK 61A, Section 6 for additional guidance.

## Project Manager

**Process Class II change category:** A **Class II** change is one that does not affect cost, schedule, or scope. A Class II change involves such things as syntax errors or cosmetic changes. The Project Manager approves Class II changes.

## Project Configuration Manager

**Process changes**

Ensures Class II changes are made.

Ensure Class I changes documented on the CCD Form are made based on decisions resulting from the CCB meeting. Refer to Configuration Control Board Procedure.

## Project Configuration Manager

**Maintain change request status:** Maintain artifacts on each proposed change and update the configuration management tool to reflect its latest change request status.