

**CONFIGURATION CONTROL BOARD PROCEDURE**

**Software Process And Quality Management**

**Team 5 K16T1**



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| --- | --- | --- | --- |
| Date | Version | Author | Description |
| 25/12/2013 | 1.0 | Big Five Team | Create Document |
| 30/12/2013 | 1.1 | Big Five Team | Update Document |

**REVISIONS**

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# OVERVIEW

## Description

This activity involves Project Configuration Management facilitation of the Configuration Control Board (CCB). It also establishes the requirements for CCB membership and responsibilities, and identifies the steps for conducting the CCB.

## Entry Criteria

Complete the following before beginning this procedure:

* Identified need for a CCB
* Configuration Management Plan (CMP)

## Exit Criteria

The following work products are a result of completing this procedure:

* Approved CCB membership
* Distributed CCB minutes
* CCB AIs
* Signed Configuration Control Directive Forms

# PROCEDURE STEPS

## Project Manager

**Establish a Configuration Control Board:**

Appoint a CCB Chairperson with the authority to approve a Configuration Control Directive (CCD) Form. Appoint the members of the CCB, to include the customer.

If a CCB or equivalent forum is conducted outside of the organization, a letter signed by the Project Manager identifying the approval authorities for the release composition must exist and be placed under configuration management control

## Project Configuration Manager

**Prepare appointment letter.**

* Prepare an official membership appointment letter.
* Coordinate the signature process of the appointment letter and distribute the letter to all affected parties.
* Maintain and update the appointment letter as directed by the Program Manager.

## Project Configuration Manager

**Prepare and distribute Configuration Control Board agenda.**

* Prepare an agenda;
* Review the package and distribute the agenda (i.e. review copies of the Requirements Document, Deficiency Reports (DRs), System Change Requests (SCRs), etc.) to the CCB members at least five (5) working days prior to the scheduled CCB;
* Schedule time and place as directed by the CCB Chairperson;
* File a copy of the agenda in the project configuration management library.

## Configuration Control Board Members

**Prepare for Configuration Control Board**

* Review or comment on agenda items and assist in resolving any issues prior to the scheduled meeting.
* Ensure the requirement or change in baseline is clearly defined and valid.
* Work similar or overlapping components of the Requirements Document, DRs, and SCRs together.
* Consider the potential cost and schedule implications of changes or additions to the baseline.
* Review all Action Items.
* Primary or alternate CCB members must be present or must contact the Project Configuration Manager prior to the meeting to state their position on the agenda items.

## Configuration Control Board Chairperson

**Conduct CCB**

The CCB may be convened on an ad-hoc basis for an emergency change. Emergency changes are determined by the CCB Chairperson. The change may be presented to a full CCB, hand-carried to an individual board member, or polled via e-mail.

Convene the CCB, initiate discussion of all pre-CCB review comments and their dispositions, and step through each item on the agenda.

If a CCB or equivalent forum is conducted outside of the organization a copy of the CCB minutes or related correspondence between the approval authorities and the Project Manager must exist and be placed under configuration control.

## Project Configuration Manager

**Annotate Configuration Control Board actions.**

Annotate any decisions reached during the CCB on the CCD Forms and forward to CCB members.

## Configuration Control Board

**Review the Configuration Control Directive.**

Review the CCD, and related funding, proposed schedule, estimated costs, priorities of DRs and requirements, and the goals of the system. The Configuration Control Board may modify the CCD Forms during this review.

## Project Configuration Manager

**Obtain approval of the CCD**

The Project Configuration Manager will perform the following, thereby authorizing work to start on the release:

* Give CCD Forms to CCB Chairperson for signature and disposition (approved, approved with comments, disapproved or deferred)
* Ensure each member signs the CCD Forms indicating concurrence or non-concurrence with the Chairperson's decision
* Obtain the customer's signature on the CCD Forms

## Configuration Control Board Chairperson

**Assign action items for deferred CCD agenda items**

A CCD agenda item is deferred due to non-resolution or insufficient information. Responsibility for resolving the deferral is assigned to a specific organization or individual through an Action Item (AI). The Project Configuration Manager documents the deferral in the minutes and monitors the deferred agenda item until completion. The deferred agenda item will be on the agenda at the next project CCB meeting.

## Project Configuration Manager

**Prepare and distribute Configuration Control Board minutes and Action Item assignments.**

Prepare and distribute CCB minutes and AI assignments to all CCB participants.