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### <Insert Project Name> Created/updated 12/04/13

**PRINCE2™- Configuration Item Record**

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| --- | --- | --- | --- |
| **Project Name:** |  | | |
| **Date:** |  | **Release:** | Draft/Final |
| **Author:** |  | | |
| **Owner:** |  | | |
| **Client:** |  | | |
| **Document Number:** |  | | |

Note: This document is only valid on the day it was printed

## Revision History

**Date of next revision:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Revision Date** | **Previous**  **Revision Date** | **Summary of Changes** | **Changes**  **Marked** |
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## Approvals

This document requires the following approvals. A signed copy should be placed in the project files.

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| --- | --- | --- | --- | --- |
| **Name** | **Signature** | **Title** | **Date of Issue** | **Version** |
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| **Name** | **Title** | **Date of Issue** | **Version** |
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***Overview***

|  |  |
| --- | --- |
| ***Purpose*** | *To provide a record of such information as the history, status, version and variant of each configuration item, and any details of important relationships between them.* |
| ***Contents*** | *The Configuration Item Record should cover the following topics.*  *Item Title 3*  *Item Details 3* |
| ***Advice*** | *The Configuration Item Record is derived from the: Configuration Management Strategy; Product breakdown structure; Stage Plan and Work Package; Quality Register, Issue Register and Risk Register.*  *The set of Configuration Item Records for a project is often referred to as a configuration library.*  *The Configuration Item Records can take a number of formats, including: Document, spreadsheet or database; Entry in a project management tool.*  *The following quality criteria should be observed:*   * *The records reflect the status of the products accurately* * *The records are kept together in a secure location* * *Version numbers match the actual products* * *Configuration Item Records show products’ version histories* * *A process exists by which the Configuration Item Records are defined and updated.* |

*Note: Here follows a suggested list of components for each Configuration Item Record. The composition of a Configuration Item Record will be defined in the project’s Configuration Management Strategy so please check to see if the default list recommended here has been altered*.

# Unique Identifier

|  |  |  |
| --- | --- | --- |
| **Project Identifier**[**1**](#_bookmark0) | **Item Identifier**[**2**](#_bookmark1) | **Current Version**[**3**](#_bookmark2) |
|  |  |  |

*Note that when combined together these three uniquely identify the configuration item.*

# Item Title

*(The description of the item (for a product this should be as it appears in the product* *breakdown structure))*

# Item Details

|  |  |
| --- | --- |
| **Date of last Status Change** |  |
| **Owner**[**4**](#_bookmark3) |  |
| **Location**[**5**](#_bookmark4) |  |
| **Copy Holders**[**6**](#_bookmark5) |  |
| **Item Type**[**7**](#_bookmark6) |  |
| **Item Attributes**[**8**](#_bookmark7) |  |
| **Stage**[**9**](#_bookmark8) |  |
| **Users**[**10**](#_bookmark9) |  |
| **Status**[**11**](#_bookmark10) |  |
| **Product State**[**12**](#_bookmark11) |  |
| **Variant**[**13**](#_bookmark12) |  |
| **Producer**[**14**](#_bookmark13) |  |
| **Date Allocated to the producer** |  |
| **Source**[**15**](#_bookmark14) |  |
| **Relationship with other items**[**16**](#_bookmark15) |  |
| **Cross References**[**17**](#_bookmark16) |  |

1. *Project Identifier – A unique reference. It will typically be a numeric or alpha-numeric value.*
2. *Item Identifier – A unique reference. It will typically be a numeric or alpha-numeric value.*
3. *Current Version – Typically an alpha-numeric value.*
4. *The person or group who will take ownership of the product when it is handed over.*
5. *Where the item is stored*
6. *(if relevant), who currently has the product?*
7. *Component, product, release (see section 9.2.2 of the manual)*

*8 As defined by the Configuration Management Strategy. These are used to specify a subset of products when producing a Product Status Account, such as the management stage in which the product is created, the type of product (e.g. hardware/ software), product destination etc.*

1. *When the product will be developed*
2. *The person or group who will use the item*
3. *As defined by the Configuration Management Strategy, e.g. pending development, in development, in review, approved or handed over*
4. *(if used) As defined by the Product Description, e.g. dismantled machinery, moved machinery,*

*reassembled machinery (see section 7.3.3.2 of the manual)*

1. *(if used) for example, language variants*
2. *The person or team responsible for creating or obtaining the item*
3. *For example, in house, or purchased from a third-party company*
4. *Those items that: Would be affected if this item changed; or if changed, would affect this item*
5. *Issues and risks; or documentation that defines requirements, design, build, production and*

*verification for the item (specifically this will include the Product Description)*