# Configuration Management Process

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| Project Code | **Organization** | Document Code | |  | **ORG\_PRC\_O\_01** |
| **Document Title** |  | | **Configuration Management Process** | | |
| **Document Name** |  | | **ORG\_PRC\_O-01-Configuration-Management** | | |
| **Author/Modifier** | **Date** | **Version** | | **Reviewed** | **Date** |
| Hari Thapliyal | 06-Jan-15 | V1.00b | |  |  |
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| Approved By | Approval Date | Remarks |
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# Objective

To ensure that product items and documents created within the project or PMO are named, versioned, secured properly.

# Entry Condition

A document or work product need to be stored into CMS

# Activities

1. Create directory structure of project. (PM)
   * Following is the standard Directory Structure for Project (PM)
     1. 01-Initiaing

**Example:** Project Charter, BC, Contract, SOW

* + 1. 02-Planning

**Example:** Project schedule, risk register, scope/cost/schedule baseline

* + 1. 03-Executing

**Example:** Work Product, Document which is produced for customer

* + 1. 04-Monitoring&Controlling

**Example:** of meeting, Action Register, Status Reports, Progress Reports, Lessons learned

* + 1. 05-Closing

**Example:** Project Closure Report, Procurement Closure Report, Lessons Learned

* + Following is the standard Directory Structure for Project (PMO)
    1. Project-LL
       - Project-Code
    2. Project-Historical Data
       - Project-Code
    3. Department-LL
    4. Org-Processes
    5. Org-Checklist
    6. Org-SNG (Standards, Guidelines, Policies)
    7. Org-Forms
    8. Org-Templates
    9. Org-R&D

1. Identify the items which need to be placed in configuration management system (CM)
2. Determine the purpose of Document (CM)
   * SUP- Support
   * ORG- Organization
   * ENG- Engineering
   * PRJ- Project
3. Determine the type of the document (CM)
   * TMP- Template
   * CHK- Checklist
   * PRC- Process
   * FRM- Forms
   * SNG- Standard & Guidelines
4. Determine the source of the document (CM)
   * O- Organization Created
   * V- Vendor Supplied
   * C- Customer or Department Supplied
5. Determine a unique number between 01 and 99 for the document. This number should restart new purpose + Type + source of document is created. (CM)

**Example:** SUP\_FRM\_01-Action-Register, SUP\_SNG\_01-HR-Policy

1. Identify whether earlier version of the same document exists (Document Owner)
2. Determine Major and Minor Version No (Document Owner)
   * If document is changing <=2% then change the minor version. Minor version should be in .01 form and increase should happen in +.01

**Example:** if 2 lines of 100 line document are changing then minor version should change

* + If document is changing more than2% then change major version

**Example:** if 2+ lines of 100 line document are changing then major version should change

1. If document is baselined then last letter of the version should be “b”

**Example:** v1.0b

1. Name of document should following things in order
   * Document Purpose + “\_”
   * Document Type + “\_”
   * Document Source + “\_”
   * Document Number + “-“
   * Document Full Name (with “-“, no blank space is allowed)
   * Hard coded letter “-v”
   * Document Version

**Example of document naming:** ORG\_PRC\_O\_01-Configuration-Management-v0.01b

1. Create a map of document if the document is vendor or customer supplied. Mapping Should have two information 1- Org Name (of the document) 2-Provider Given Name (of the document) (Document Owner)
2. Determine Audience of the document (CM)
3. Determine Access Permission for the audience (CM)
4. Current System
   * Determine configuration management systems to be used. Currently at org level we are using Web Interface to build repository of documents. But not system to archiving
5. Recommendation:
   * Use web interface to build repository for department documents
   * Use CVS to build repository of project documents
   * Use CVS to archive department and project documents.
6. Upload document into CVS (Document Owner)
7. Provide access as per the plan (CM)
8. Validate whether document is accessible to the party. (CM)
9. Upload document in Repository

**Abbreviation**

|  |  |
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| Short Name | Full Name |
| CM | Configuration Manager |

# Validation & Verification

Document or Work Product has been named properly, kept in proper location with suitable access permissions. (CM)

# Exit Criteria

Validation and Verification done by CM