# SOP: Configuration Management

**Configuration Management**

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| **Document Name** | 19-SOP: Configuration Management | | |  |
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**Purpose**

This SOP helps maintaining project documents given by customer, downloaded from internet, created by project team, given by vendor or external govt or non-govt agencies. Broadly project documents fall in 2 categories A- Configuration Item (which has version) B- Non-configuration item (records or log). This SOP has following purposes

1. How to name file, version file
2. What directory structure a project or department should maintain
3. Defining security permission for project file, folder and implementing
4. How and when to prohibit access to a project document
5. Defining what is control copy and what not
6. Who is owner of certain document

**Audience**

1. PMO head
2. HODs
3. PMs
4. PMTs

**Guidelines**

1. NIL

**Inputs**

1. A project document or record to be managed.
2. Configuration Management Tool

**Steps**

**Preparation (Setup)**

1. Categorize documents as CI & Non-CI items
2. Further categorize documents as Multimedia (Audio, Photo, Video) or Normal document (pdf, ppt, doc, xls)
3. Further categorize documents as internal (Design, PPC, Purchase etc), External (Vendor, Internet, Government etc)
4. At organization level decide a directory structure to keep documents
5. Create a directory structure for a given project (typically this shall be done at the start of a project)

**During Document Lifecycle**

1. Decide the name of document based on the agreed rule
2. Decide the location of document based on category
3. Secure the file
4. Test the access permission of the file

**Exit Criteria**

1. Document is named, versioned, secured properly.

**Validation**

1. Document is integrated part of the system and available/ unavailable to the related stakeholders

Note: This is process is not being followed in the organization. Therefore, this document is suggestive in nature and give a high direction to define and practice this in future.