Configuration Management Plan

For OMMCOM News Portal

Version 1.0

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**Approval History**

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# Introduction

The purpose of a CM Plan is to establish a sound CM approach that maintains the integrity of Project’s systems and provides traceability for changes incorporated into the environment. The CM process integrates the technical and administrative actions of identifying the functional, performance and physical characteristics of a configuration item (CI) and controls the changes to those characteristics.

CM implements a process by which the project manager and stakeholders identify, communicate, implement, document and manage changes in the systems environment.

## Purpose

The purpose of this document is to specify the configuration management approach, model, tools and processes required to supportfor OMMCOM News Portal.

All the stakeholders of this project will be benefitted from this document. The list of stakeholders is as follows:

|  |  |
| --- | --- |
| Stakeholders’ Name | Stakeholders’ Description |
|  |  |
|  |  |
|  |  |

## Scope

* CM Applicability
* Limitations/Constraints
* Assumptions for CM Plan

## Project Overview

## This document showcases OMMCOM's Media Pvt. Ltd. Web & mobile app which makes it easier for the viewers to read news on the fly and participate in live video conferences as well. Viewers shall be able to post their comments for any news/article and share any news/article in social media with ease.

Definition and Acronyms

## References

Configuration Management Policy v1.1.doc

## Assumptions and Dependencies

<Assumptions followed during preparation of this document and dependencies >

# Configuration Management

## Configuration Team Structure, Roles and Responsibilities

| Role | Person | Responsibilities |
| --- | --- | --- |
| Configuration Manager | Samadhan Mishra | Configuration Management |

# 

# Configuration Management Approach

## SCM Tools & Techniques

* Github used for version control //Proof to be attached

# Configuration Management Scope

## Configuration Identification

<Identify, name, and describe all configuration items.

e. g. The following example configuration items (CI) have been identified to be placedunder CM.>

| Configuration  Item | Naming Convention | Storage Location | Criteria for Baseline | Retention Period | Type of Disposition |
| --- | --- | --- | --- | --- | --- |
| Source Code |  |  |  |  |  |
| Project Management Plan |  |  |  |  |  |
| Configuration Management Plan |  |  |  |  |  |
| HLD/ DD |  |  |  |  |  |
| Customer given Coding Standards |  |  |  |  |  |

### Non-Configurable Items

| Item Name | Naming Convention | Storage Location | Retention Period | Type of Disposition |
| --- | --- | --- | --- | --- |
| Timesheets |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

## Directory Structure

<Specify the directory structure in which the configuration items are placed.

Also provide the Access Rights to various roles in the project. >OBTAIN FROM DEBASHISH SIR

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Role | Access | | | |
| Create | Read | Write | Delete |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

# Configuration Management Activities

<Identify the various tools required and needed to carry out the various Configuration Management functionality based on the development, technical and operational architecture. >

## Version Control

<This section describes activities pertaining to checkout/check in, branching, labeling, merging, etc. Version control is done using the check in/checkout facility of the SCM tool. >

## Change Management

<This section describes the atomic unit of work that is authorized to create, modify, or destroy an artifact produced by the project. Change requests address not only new or changed requirements, but also failures and defects in the work products. This change requests can be initiated by the customer to address new requirements (or) enhancements (or) defects. Change requests can also be initiated by anyone from the project team. >

## Baseline Tracker

<This section provides the list of baselines that are tracked at the end of each milestone or phase. >

## Build Management

<This section provides a detailed description of the build process in the project. >

### Build Environment

<Provide the required Build/ Product Integration Environment details. >

## Release Management

<This section describes the whole Release process for Bug fix, Interim Release, and Full System in detail. >

# Configuration Control

## Configuration Status Accounting

<States the groups and individuals who shall receive the Configuration Status Accounting Report, which is prepared for each baseline.

Provide CI status to the Project Manager.

Provide CM measures to the Project Manager.

Provide listing of all CIs contained in a baseline, release, and CM controlled repository.

Provide change history documentation for CIs as needed, etc.>

## Configuration Audits and Reviews

<States the frequency or milestones at which Configuration Status Audits, verification shall be done in the project. Specify the person responsible for such activities.

Some rules for a configuration audit are:

It is periodically needed to ensure the integrity of the baselines.

It is performed before every major baseline change.

It verifies that changes to the baseline are implemented as intended.

Coordinate the planning of configuration audits and reviews with the application release work plan.  
Baseline Audit – is typically conducted by individuals on the project prior to each new baseline that is established or before releasing a baseline into a new environment.

Functional Configuration Audit (FCA) – ensures the integrity of the requirements by cross-referencing audit items to the requirements from which they were generated.

Physical Configuration Audit (PCA) - ensures the integrity of the Configuration Management baselines, configuration items and tools used to implement CM by verifying that all items identified as being part of the configuration are present. The PCA also will establish that the correct version of each part of baseline is included.>

## Third Party Items

<Provide the list of external items used in the development activity along with their versions. >

## Training

<Specify the project specific SCM tools and techniques training used for configuration management. >

## Backup

Project data backup will be taken by the Infrastructure (Network & System Admin) team as per the Infrastructure back up policy.

CC will verify <*Mention the periodicity>* for restoration of the data with the Infrastructure team on the back ups taken.