

SCM Management

1. NON SCM MEMBERS

1.1 Customers

When customers would like to make changes to any code or documentation, they must submit a ticket to the CCB via the GitLab Issue Tracker and get approval for that change from the CCB. They must follow the procedure given to them by the CCB for submitting the change request and use the change request forms provided by the CM team. Change request procedures and forms are described in section 1.3 of this document(SCM Activities).

2. SCM ROLES AND RESPONSIBILITIES

2.1. CM Team(Configuration Management Team)

The CM team is responsible for maintaining all official project documentation, code, and underlying software for the duration of the project.

The CM team are composed by:

-Product Owner

-Scrum Master

-Dev Team

-QA Engineer

2.1.1 Product Owner

Product Owner is officially responsible for the project, management, control and rendering visible Product Backlog list. Makes final decisions on tasks related to the product Backlog. Participates in estimating development efforts for backlog items and turns Backlog aspects into characteristics to be developed.

2.1.2 Scrum Master

Scrum Master are responsible for ensuring that the project is carried out in accordance with the practices, values and rules of Scrum and that progress as planned,ilnteracts with the project team, as well as the client and management during the project and responsible for ensuring that any impediments are removed and changed in the process to keep the team working as productively as possible.

2.1.3 Dev Team

Dev Team has the authority to decide on the necessary actions to achieve the objectives of each Sprint. It is involved, for example, in estimating efforts, creating of the Sprint Backlog, review the Product Backlog list and suggest restrictions that need to be removed from the project. They are also responsible for developing the project.

2.1.4 QA Engineer

QA Engineer are responsible for implementing and supervising the testing and quality control processes for a product, program or service. Its role is focused on providing the best possible user experience. They review design specifications and product documentation for accuracy, ensure instructions are clear, and confirm compliance with quality standards and any regulatory guidelines. They coordinate and oversee user testing and other evaluation processes, including creating test case scenarios and developing simulations. They may also be involved in automating or simplifying testing and quality assurance procedures.