Configuration Management Document

February 20th, 2014

SoilMate

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**Revision History**

**Date of next revision:**

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| --- | --- | --- | --- |
| **Revision Date** | **Previous Revision Date** | **Summary of Changes** | **Version** |
| Feb. 18 2014 | NA | Initial Configuration Management Document | 1.0 |
| Feb. 20 2014 | Feb. 18 2014 | Reformatting and adding requested fixes | 1.1 |
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# 1.0 Purpose

This document has been produced to identify how the project’s products will be controlled and protected and who

# 2.0 Objectives

The objective of the strategy is to:

* describe how and where the project’s products will be stored
* identify what storage and retrieval security will be put in place
* identify how the products and the various versions and variants of these will be identified
* describe how changes to products will be controlled

# 3.0 Configuration Management Procedure

All project products will follow the standard configuration management process detailed within.

The initial launch of the product will be referred to as the alpha version. The second release will be referred to as the beta version. All subsequent versions will be labelled v.1 and increment by .1 for each iteration until sign-off.

When the product has been fully reviewed it will be issued for sign off allowing it to be baselined. The baselined version will become v1.0.

Once the product has been baselined no changes will be allowed unless authorised following the Change Control procedure. If authorised the product can be released as Change Control Review and would become version v1.01. Once the revised product has been signed off the version would become v2.0. This process will be repeated for each change control raised.

The production of the project’s products will be controlled by the Product Owner in accordance with the project schedule and in assigning a task to be completed.

Once the project’s products have been baselined they will be recorded on the Configuration Item Record, the Configuration Item Record will be updated for each iteration following the change control until it is approved and re-baselined.

All new code documents will be commented at the top outlining who updated the code, the version number of the document as well as the date the code was modified.

# 4.0 Issue and Change Control Procedure

Once the project’s products have been baselined the following process will be used to ensure that changes are managed and accepted.

1. Changes must be submitted in the form of a change request, which is outlined in Appendix A.
2. Changes must be approved by the Product Owner to ensure tasks can be prioritized.

Once the change has been accepted the project’s products affected will be updated and issued for review and sign off following the version control steps detailed in the above section.

# 5.0 Version Control

Each member of the team will check out a branch and commit to that branch only.

Once the branch has been signed-off the team member can request the branch be merged to trunk.

The product owner will be responsible for merging the approved branches into trunk for release.

The project’s products must be committed to the Git Repo previously setup. The project team will be responsible for proper commenting, which will include the JIRA ticket number, as well as a developer comment indicating what work was done.

It will be the product owner’s responsibility after each week to merge the release to the baseline. The new release will become the new baseline and no team member will directly change the baseline.

# 6.0 Tools and Techniques

Configuration Management will be controlled by the Product Owner with strict adherence to the version control and naming convention procedures described above.

All project products uploaded tothe Git repo on Sourceforge will follow the naming standards and version control as detailed within this strategy. All reviewed products with comments uploaded to the Git repo by the project team should be recorded as being the next version and the version number updated accordingly.

# 7.0 Records

All baselined project products will be recorded on the Configuration Item Record, which will be generated automatically by Git.

# 8.0 Timing of Configuration Management and Issue and Change Control Activities

Configuration management will be completed once each product has been baselined then during each iteration following a change control.

A full configuration audit will be completed at the end of each phase to ensure that all products forecast to be produced have been and to ensure that they are correctly recorded and filed. The same will be completed during the project close phase to ensure that all products are handed over to the Client.

A further audit will be completed by exception following each change control to review which products are affected and therefore need to be updated.

# 9.0 Roles and Responsibilities

## 9.1 Product Owner

The Project Board will be responsible for the approval of any change control raised and for authorising the associated exception plan which will allow for the products to be updated.

## 9.2 Project Team

It is the responsibility of the project team to work within the boundaries of the Configuration Management Strategy specifically during product review and approval.

# 10.0 Scales for Priority and Severity

All products will be completed in line with the project schedule. Should a priority decision need to be made in order to remain within tolerance all products on the critical path much be completed and baselined first.

If more than one product is on the critical path the Product Owner will need to decide the priority. The factors influencing the priority will be cost, schedule and quality. If all of these cannot be achieved within tolerance and exception report needs to be completed for the Client’s approval.

A review/approval turn around time of 2 days per product has been allowed for within the project schedule.

***Appendix A***

|  |  |  |  |
| --- | --- | --- | --- |
| Project Name |  | **Change Number** |  |
| **Requested By** |  | **Date of Request** |  |
| Presented To |  |  |  |

|  |  |
| --- | --- |
| Change Name |  |

|  |
| --- |
| Description of Change: |
|  |

|  |
| --- |
| Reason for Change: |
|  |

|  |
| --- |
| Effect on Deliverables (including a list of any affected deliverables): |
|  |

|  |
| --- |
| Effect on Organization: |
|  |

|  |
| --- |
| Effect on Schedule (including Estimated Completion Date for this change): |
|  |

|  |
| --- |
| Effect of NOT Approving this Change: |
|  |

|  |
| --- |
| Reason for Rejection (if applicable): |
|  |

|  |  |  |
| --- | --- | --- |
| Product Owner | | |
| **Approved** | **Signature:** |  |

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