PATATES
Configuration and Change Management Report

1 Introduction

Configuration and Change Management Report describes how the changes and configurations should be done in the project. Change management is a discipline that guides how the project and developers adopt the changes on project. Configuration management is the discipline of ensuring that all software and hardware assets any future changes to are known and tracked. It includes to manage the configuration of all the project's key products and assets.

Configuration management documents shows how changes will be monitored and controlled. New features can be added to the system or updates can be made to the customer's changing requirements over time.

2 Purpose

For any project, changes may be occurred eventually. The change wishes may come from users or may stems from requires of software, hardware or developers. Configuration and Change Manager should understand and deal with those changes how they will be done. It may be necessary to renew the plan. At this point, project manager and configuration change manager should arrange the new plan and works together.

Configuration and change management are too closely related but different terms. Configuration management contains the state of any given software system at any given time. Change management, in contrast contains how changes are made to those configurations.

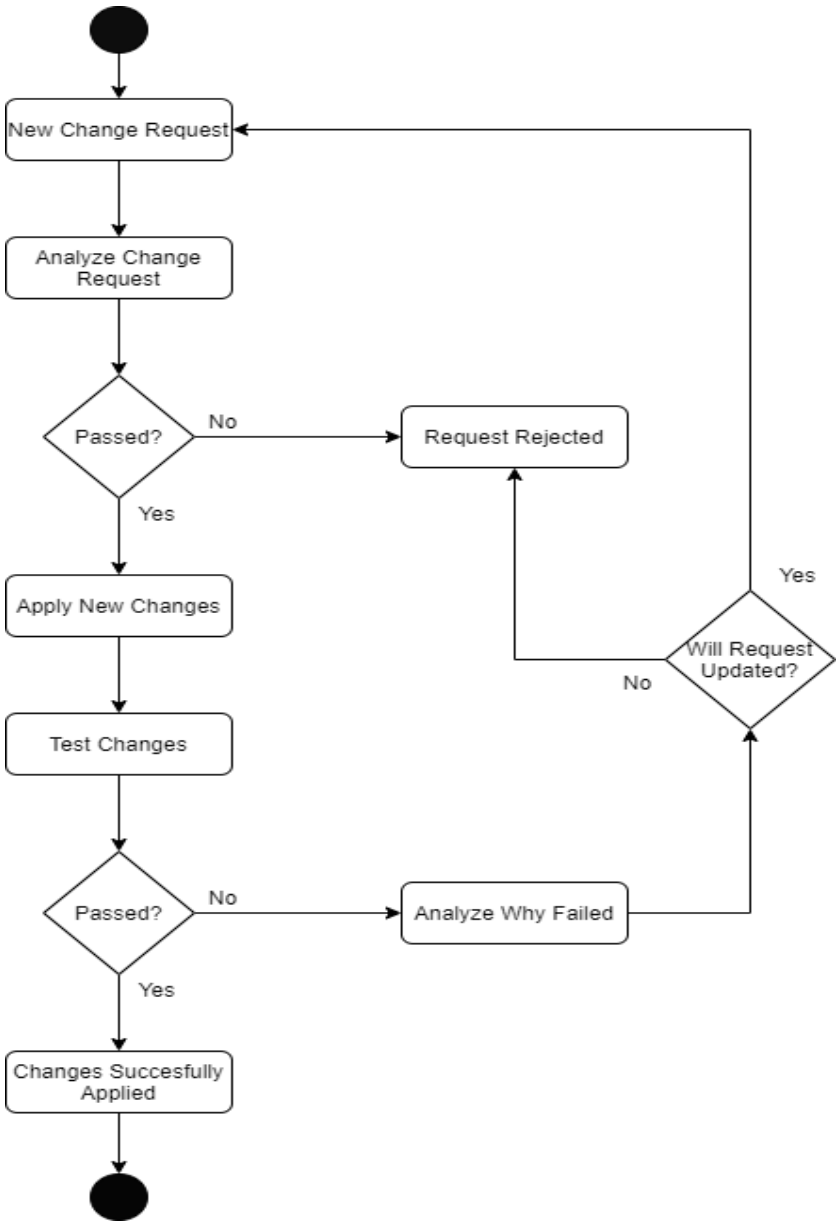
The purposes of the Change Management process are to:
- respond the customer's changing business requirements while reducing the system disruptions.
- ensure that changes are recorded and evaluated, and that changes are planned, tested, implemented, documented and reviewed in a controlled manner.

The purposes of the Configuration Management process are to:
- keep development process under the control and make it repeatable.
- guarantee that the integrity of the system during the development and use of the product.

3 Configuration and Change Management Specifications

- Every change affects all team members so every team member can request a change and every team member also can specify his/her idea about change.
- Every change on project should be for make the project more secure, easy to use and maintainable.
- If there is new request, all team consider the change. Also, the project manager analyzes the request with all details.
- **Planning**: configuration manager provides a plan called configuration management plan that shows details how you will record, track, control, and audit configuration.
- **Identification**: all configuration requirements on a project should be identified and recorded. That includes functionality requirements, design requirements, and any other specifications.
- **Control**: as the project scope is altered, the impact to the configuration must be assessed, approved, and documented. This is normally done within the project change control process.

- **Status accounting:** We must always track the project's configuration . We should be able to tell what version your configuration is on and have a historical record of the old versions. It is crucial to have an account of all versions so you can trace changes throughout the project.
- **Audit:** This includes any tests to prove that the product conforms with the configuration requirements.
- After all these processes completed successfully and there is no mistake, new change or configuration is able to add project.
- Version management: Version management keep track of multiple versions of system components and ensuring that changes made by different developers to components do not conflict with each other.
- Problem tracking: Firebase provide us many reports to fetch the bugs. This is related with bug reports.



4 Key Considerations

- Issues should be issued to proper developer.
- Issues statement should be kept updated always.
- Version control systems required to keep track of versions of project.
- Version control also provide ability to check the changes and see the full version history.
- CVS (Concurrent Versions System) keep track of source changes by multiple developers.