**Project: HR Management System**

**Configuration Management Plan**

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**1 Introduction**

**1.1 Scope:** The purpose of this configuration management (CM) plan is to detail how we plan to maintain the various versions of the project throughout it’s development cycle. It will also discuss how we plan to back up our work to ensure that we will always have working versions. The goals of this plan include:

* Ensuring we have proper backup systems in case of storage failure.
* How we will identify each iteration of the project.
* How and where we plan to host our program.
* How we plan to implement future changes and updates.
* Method to ensure that we have working versions each week.

**1.2 Software:** Software for CM plan include:

* Sharepoint/Microsoft Teams for storing a copy of each version.
* Microsoft Azure software development environment.

**2 Implementation**

**2.1 Config Control** Change requests will be approved by the team as a whole. Each member of the team will be responsible for documenting changes to their assigned part of the program and will also inform the rest of the team.

**2.2 Ver. Control** In order to ensure that we always have working versions of the project, we will upload each iteration of the project in Sharepoint/Teams. Old copies will not be replaced, instead new ones will be uploaded each week. This will prevent any setbacks caused by hardware/storage failure.

We will utilize a standard x.x.x input mask

* The hundredth’s place will increase for a minor version change.
* The tenth’s place will increase for a major version change.
* The one’s place will increase for a severe version change.

\*The level of change will be determined with our own discretion.

**3 Accounting and Audits**

**3.1 Accounting:** Each week we will double check that we have working code. We will utilize a checklist system to make sure that we do so.

**3.2 Audits:** (Not sure how we want to handle audits)