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**CSD370 – Secure Software Development**  
**Module 7.3 Assignment – Report Outline and References**

**📝 Report Outline: Setting Up a Change Control & Configuration Management Process at MeCo**

**I. Introduction**

* Short explanation of why change control and configuration management matter in software development.
* Why MeCo needs this now (new priorities around security, more structure, etc.).
* Quick preview of what the report will cover.

**II. Understanding the Processes**

* Define **Change Control**: A way to manage how changes are proposed, approved, and tracked.
* Define **Configuration Management**: A process for keeping track of system elements (code, settings, documents, etc.).
* Explain how they work together—change control keeps things organized, configuration management keeps things consistent.

**III. Pros and Cons**

* **Benefits:**
  + Easier to trace who did what and when.
  + Makes fixing problems faster.
  + Helps avoid unexpected changes or bugs after updates.
* **Drawbacks:**
  + Slows down projects if the process is too strict.
  + Might need more people or training.
  + Developers might resist at first because it's “extra work.”

**IV. What Should Be Set Up at MeCo**

* Recommend starting with a small team or even one person responsible for managing changes (could be someone already on the team).
* Suggest using tools like Git for version control and JIRA for tracking approvals.
* Propose simple templates for logging changes and getting sign-offs before pushing updates.
* The goal is to keep it lightweight but still organized.

**V. Where This Fits in the Secure Software Development Lifecycle**

* **Planning/Requirements:** Document when features or fixes are added.
* **Design:** Review major changes to system structure.
* **Development:** Use version control to manage branches and commits.
* **Testing:** Track bug fixes and retests.
* **Release/Deployment:** Only approved builds go live.
* **Maintenance:** Log updates, patches, or emergency fixes.

**VI. Conclusion**

* Recap why MeCo will benefit from setting up these processes now.
* Emphasize that it doesn’t have to be complicated—it just needs to be consistent and tracked.

**📚 References**

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