Configuration Management (CM)

Process Audit Checklist

*Process Quality Assurance (PQA) verifies and enables improvement of the quality of the performed processes and resulting work products. (CMMI Dev V2.0 PQA Intent)*

*The purpose of this audit, and subsequent report to higher-level management, is to:*

*1) Objectively evaluate the project’s implementation of the FSSB Software Engineering Process and related work products using the CMMI Configuration Management (CM) practices.*

*2) Identify and address process and work product issues.*

*3) Communicate the quality and non-compliance issues with higher-level management and ensure issues are resolved.*

*4) Record and use the results of quality assurance activities.*

**Project Name:**

**Project Manager**:

|  | **Applicable Reference Models and Standards** | **Version Identifier** |
| --- | --- | --- |
| 1. | CMMI® Development | V2.0 |

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| --- | --- | --- | --- | --- | --- |
| **Audited by:** | |  | **Time Started:** |  | |
| **Ref #** | **Open Issues**  **(non-compliance issues, preventive measures, corrective actions, lessons learned, etc.)** | | | | **Status** |
|  |  | | | |  |

**CM Required Intent:** Manage the integrity of work products using configuration identification, version control, change control, and audits.

|  | **Practice Description** | **Reference Models** | **Objective Evidence that Demonstrates Practice Implementation** |
| --- | --- | --- | --- |
|  | Perform version control. | CMMI CM 1.1 |  |
|  | Identify items to be placed under configuration management. | CMMI CM 2.1 |  |
|  | Develop, keep updated, and use a configuration and change management system. | CMMI CM 2.2 |  |
|  | Develop or release baselines for internal use or for delivery to the customer. | CMMI CM 2.3 |  |
|  | Manage changes to the items under configuration management. | CMMI CM 2.4 |  |
|  | Develop, keep updated, and use records describing items under configuration management. | CMMI CM 2.5 |  |
|  | Perform configuration audits to maintain the integrity of configuration baselines, changes, and content of the configuration management system. | CMMI CM 2.6 |  |

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| **Ref #** | **New Issues**  **(non-compliance issues, preventive measures, corrective actions, lessons learned, etc.)** | **Status** |
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| --- | --- | --- | --- |
| **Date of Audit:** |  | **Time Completed:** |  |
| **Time Spent in Audit:** |  | **Time Spent Post-Audit:** |  |
| **Audit Debrief:** |  | **Total Time:** |  |