# gd_it_logo

CCO eCoaching Log

# CI/DI List

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| --- | --- | --- |
| Revision History | | |
| Revision | Date of Release | Purpose |
| 1.0 | 1/121/2014 | Initial Release |
| 2.0 | 5/9/2014 | OY 2 Release |
| 2.1 | 6/30/2014 | OY 2 update from Karen’s comments |
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| Item | Type  (CI or DI) | Owner (role) | Repository Location | Level of CM Control | Review Type | Required Reviewer(s) | Peer Review (Y/N) | Approver | Length of Retention |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Application Configuration/Installation Documents | DI | eCoaching Log Team |  | N/A | N/A | N/A | N | N/A | Duration of Project |
| Approved Developer Software List | DI | eCoaching Log Team | Version Manager  \\CMLibrary\_02\CMS\eCoaching\_V2\Project Management\CCO OY2\_eCoaching Log Desktop Laptop Software List.docx | M&C | I | Project Team, ISSO | N | ISSO | Duration of Project |
| Approved Web Server and Database Server Software List | DI | eCoaching Log Team | Version Manager  \\CMLibrary\_02\CMS\eCoaching\_V2\Project Management\CCO OY2\_Ecoaching Log Software List.docx | M&C | I | Project Team, ISSO | N | ISSO | Duration of Project |
| CMS Security Operations and Business Continuity VIP site | DI | PM for BCC Security | <http://cwe.vangent.local/sites/teams/CMS/Security/default.aspx> | N/A | N/A | N/A | N | PM for BCC Security | Duration of Project |
| Code | CI | Team Engineers | [\\CMLibrary\_02\CMS\eCoaching\_V2\Code\](file:///\\CMLibrary_02\CMS\eCoaching_V2\Code\) and  [\\CMLigrary\_02\cms\eCoaching\_V2\UI](file:///\\CMLigrary_02\cms\eCoaching_V2\UI) Code | SCM | I | Team Engineers | Y | SPM | Duration of Project |
| DAR Logs | DI | Project Team | Team SharePoint [Site](http://cwe.vangent.local/sites/teams/CMS/Initiatives/eCoachingLog/Planning%20Documents/Forms/AllItems.aspx?RootFolder=%2Fsites%2Fteams%2FCMS%2FInitiatives%2FeCoachingLog%2FPlanning%20Documents%2FCCO%20OY2%2FDAR&InitialTabId=Ribbon%2EDocument&VisibilityContext=WSSTabPersistence) | N/A | I | Project Team | N | N/A | Duration of Project |
| DD | CI | Team Engineers | [\\CMLibrary\_02\CMS\eCoaching\DetailedDesign\](file:///\\CMLibrary_02\CMS\eCoaching\DetailedDesign\)  [\\CMLibrary\_02\CMS\](file:///\\CMLibrary_02\CMS\) eCoaching\_V2\Design | SCM | I | Team Engineers | Y | SPM | Duration of Project |
| Engineering SharePoint Site | DI | SPM | <http://cwe.vangent.local/sites/teams/CMS/Initiatives/eCoachingLog/SitePages/Home.aspx> | N/A | N/A | N/A | N | N/A | Duration of Project |
| Functional Specification | CI | R&T Engineer | [\\CMLibrary\_02\CMS\eCoaching\_V2\Requirements\](file:///\\CMLibrary_02\CMS\eCoaching_V2\Requirements\) | SCM | I | Project Team and Program Team | Y | PM | Duration of Project |
| Gold Image for servers | DI | IT | \\CMLibrary\_02\CMS\Global Documentation\Security\Server Standard Build\Windows Server Build Standards - GOLD – V5.1 | M&C | N/A | Vangent IT, ISSO | N | Vangent IT, ISSO | Duration of Project |
| Governance Audit Plans/Reports | DI | Governance | Team SharePoint [Site](http://cwe.vangent.local/sites/teams/CMS/Initiatives/eCoachingLog/SitePages/Home.aspx?RootFolder=%2Fsites%2Fteams%2FCMS%2FInitiatives%2FeCoachingLog%2FPlanning%20Documents%2FCCO%20OY2%2FGovernance&FolderCTID=0x01200010FE7D6F0B8AB54A89ECDD6A285B3A12&View=%7bDA731C12-6E63-435A-8620-CBB7B13B3443%7d&InitialTabId=Ribbon%2EDocument&VisibilityContext=WSSTabPersistence) | N/A | I | SPM, PM | N | N/A | Duration of Project |
| Iteration Plans | DI | SPM | Version Manager  [\\CMLibrary\_02\CMS\eCoaching\_V2\Project Management\](file:///\\CMLibrary_02\CMS\eCoaching_V2\Project%20Management\)  CCO OY2\_eCoaching Log Iteration Plan\*.docx | M&C | I | Project Team, Stakeholders | N | PM | Duration of Project |
| Kanban flow | DI | SPM | Team SharePoint [Site](../../Daily%20Meetings/Forms/AllItems.aspx?RootFolder=%2Fsites%2Fteams%2FCMS%2FInitiatives%2FeCoachingLog%2FDaily%20Meetings%2FKanban%20%2D%20OY2&FolderCTID=0x01200002D789FC40713D468E5D1DA524636442&View=%7bFBB90883-DF9E-4E59-A382-40D11A133666%7dhttp://cwe.vangent.local/sites/teams/CMS/Initiatives/eCoachingLog/Daily%20Meetings/Forms/AllItems.aspx?RootFolder=%2Fsites%2Fteams%2FCMS%2FInitiatives%2FeCoachingLog%2FDaily%20Meetings%2FKanban%20%2D%20OY2&FolderCTID=0x01200002D789FC40713D468E5D1DA524636442&View=%7bFBB90883-DF9E-4E59-A382-40D11A133666%7d) | M&C | I | Project Team, SPM, PM | N | N/A | Duration of Project |
| Lessons Learned | DI | SPM | Team SharePoint [Site](http://cwe.vangent.local/sites/teams/CMS/Initiatives/eCoachingLog/SitePages/Home.aspx?RootFolder=%2Fsites%2Fteams%2FCMS%2FInitiatives%2FeCoachingLog%2FPlanning%20Documents%2FCCO%20OY2&FolderCTID=0x01200010FE7D6F0B8AB54A89ECDD6A285B3A12&View=%7bDA731C12-6E63-435A-8620-CBB7B13B3443%7d) | N/A | I | Project Team, Stakeholders | N | N/A | Duration of Project |
| MBR (monthly business review slides) | DI | SPM | Version Manager  \\CMLibrary\_02\CMS\eCoaching\_V2\Project Management\ | M&C | I and F | SPMs, PMs, Dir. BMS T&I | N | PM | Duration of Project |
| Organizational Detailed Training Plan | DI | SPM | <https://spspi.gdit.com/opshcsd/ProgramManagement/AIMWiki/AIM_Support/Lists/Organizational%20Detailed%20Training%20Plan/2014%20Training%20Plan%20by%20Sector.aspx> | M&C | Email | Sr. SPM, SPM | N | Senior Leadership Team | Duration of Project |
| Project Plan | DI | SPM | Version Manager  \\CMLibrary\_02\CMS\eCoaching\_V2\Project Management\CCO OY2\_eCoaching Log Project Plan.docx | M&C | Email | Project Team,  Stakeholders | N | PM, VPE, Gov, SCM (SCM Plan), Security SME (Security Plan) | Duration of Project |
| Review Meeting Minutes | DI | SPM | Project SharePoint [Site](http://cwe.vangent.local/sites/teams/CMS/Initiatives/eCoachingLog/Meeting%20Agendas%20and%20Minutes/Forms/AllItems.aspx?RootFolder=%2Fsites%2Fteams%2FCMS%2FInitiatives%2FeCoachingLog%2FMeeting%20Agendas%20and%20Minutes%2FWeekly%20eCL%20Meeting&FolderCTID=0x012000CD57D8BFC2FAB44382303C6B0729BC57&View=%7b063D1540-7572-4FFE-9C56-D5F82FEF5274%7d) | N/A | N/A | N/A | N | N/A | Duration of Project |
| Risk List/Register | DI | SPM | Version Manager  \\CMLibrary\_02\CMS\eCoaching\_V2\Project Management\CCO OY2\_eCoaching Log Risk Register.xlsx | M&C | Email | Project Team, Stakeholders | N | PM, VPE, Gov, SCM (SCM Plan), Security SME (Security Plan) | Duration of Project |
| Runbooks | CI | Team Engineers |  | SCM | I | Team Engineers | N | SPM | Duration of Project |
| SCCB Charter | DI | SCM Lead | \\CMLibrary\_02\CMS\Global Documentation\SCM Documents\SCCB Charter | Managed and Controlled (M&C) | Email | SCCB members | N | SCCB members | Duration of Project |
| SCCB Meeting Minutes | DI | SCM Lead | \\vadenmclp01\cms\groups\CMM Documents\SCM\SCCB Meeting Minutes\TeamTrack Meeting MInutes | N/A | N/A | N/A | N | N/A | Duration of Project |
| SDPP (original) | DI | SPM | Version Manager  \\CMLibrary\_02\CMS\eCoaching\_V2\Project Management\CCO OY2\_eCoaching Log Project Plan.docx | SCM | I | Team Engineers | N | SPM | Duration of Project |
| Security Documentation | DI | Security Program | <http://cwe.vangent.local/sites/teams/CMS/Security/default.aspx> | M&C | F | SMEs, SPMs, ISSO, Security PM | N | Sr. SPM, ISSO, Security PM | Duration of Project |
| Security Vulnerability Scan Results | DI | ISSO | <http://cwe.vangent.local/sites/teams/CMS/spms/BCC%20Engineering/Shared%20Documents/Forms/Docs.aspx?RootFolder=%2Fsites%2Fteams%2FCMS%2Fspms%2FBCC%20Engineering%2FShared%20Documents%2FSecurity%2F2013%20Scan&InitialTabId=Ribbon%2EDocument&VisibilityContext=WSSTabPersistence> | M&C | I | SPMs, Team Leads | N | N/A | Duration of Project |
| Serena TeamTrack (SCM tool) | DI | Process Automation | <https://vadstmwbd02.vangent.com/> | N/A | N/A | N/A | N | N/A | Duration of Project |
| Serena ChangeMan Version Manager (VM tool) | DI | Process Automation | <https://vadstmwbd02.vangent.com/> | N/A | N/A | N/A | N | N/A | Duration of Project |
| Tailoring Matrix | DI | SPM | Version Manager  \\CMLibrary\_02\CMS\eCoaching\_V2\Project Management\CCO OY2\_eCoaching Log TailorPlan Worksheet.xlsx | M&C | Email | Project Team, Stakeholders | N | PM, VPE, Gov, and SCM (SCM Plan) | Duration of Project |
| Team Meeting Minutes | DI | Project Team | Project SharePoint [Site](http://cwe.vangent.local/sites/teams/CMS/Initiatives/eCoachingLog/Meeting%20Agendas%20and%20Minutes/Forms/AllItems.aspx?RootFolder=%2Fsites%2Fteams%2FCMS%2FInitiatives%2FeCoachingLog%2FMeeting%20Agendas%20and%20Minutes%2FWeekly%20eCL%20Meeting&FolderCTID=0x012000CD57D8BFC2FAB44382303C6B0729BC57&View=%7b063D1540-7572-4FFE-9C56-D5F82FEF5274%7d) | N/A | N/A | N/A | N | N/A | Duration of Project |
| Test Cases | CI | R&T Engineer | [\\CMLibrary\_02\CMS\BCC](file:///\\CMLibrary_02\CMS\BCC)\eCoaching\_V2\Requirements\ | SCM | I | Project Team, SPM | N | SPM | Duration of Project |
| Test Plan | CI | R&T Engineer | [\\CMLibrary\_02\CMS\BCC](file:///\\CMLibrary_02\CMS\BCC)\eCoaching\_V2\Requirements\ | SCM | I | Project Team, SPM | N | SPM | Duration of Project |
| Unit Test Cases | CI | Developer | //CMLibrary\_02\CMS\eCoaching\_V2\Unit Test | M&C | I | Developers | N | Developer | Duration of project |
| Vangent Health Solutions Software Configuration Management (SCM) Plan | CI | HSD | <http://aim/AIMBuildCompliant/index.htm#aim_build.practice.mgmt.team_change_mgmt.base/guidances/examples/hs_scmp_sample_BF45C0EB.html> | SCM | I | HCSD Engineering Steering Committee, CM Management | N | HCSD Engineering Steering Committee | Indefinitely |
| Weekly Status Report | DI | SPMs and PMs | <http://cwe.vangent.local/sites/teams/CMS/Initiatives/eCoachingLog/Status%20Reports%20Beginning%201112/Forms/AllItems.aspx> | N/A | I | Program Leadership Team | N | N/A | Duration of Project |
| Work Items List | DI | SPM | Version Manager  \\CMLibrary\_02\CMS\eCoaching\_V2\Project Management\CCO OY2\_eCoaching Log Work Items List.xlsx | M&C | I | Team Leads, SPM, PM | N | PM | Duration of Project |

**Note: Tools are identified and described in section 7 of the Project Plan.**

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| **Column** | **Description** |
| CI | The name of the Configuration Item |
| Type | Indicate whether the item is a CI or a DI.   * Configuration Items (CI) are those that are directly related to the software and therefore typically must be baselined such as COTS, codes, design, requirements, etc.. * Data Items (DI) are those that are not directly related to software such as Charters, emails, meeting minutes, etc |
| Owner (Role) | Specify the role of the person responsible for the CI |
| Repository Location | Indicate where the CI is stored |
| Level of CM | This identifies the level of control - either M&C or Formal SCM |
| Review Type | If the CI to be reviewed, specify whether an Informal or Formal review will be performed. |
| Required Reviewers | Specify who is required to review the CI/DI |
| Peer Review (Y/N) | Indicate whether the CI has been peer reviewed |
| Approver | Specify who is required to approve the CI/DI |
| Length of Retention | Indicate the length of time the item will be retained |