# gd_it_logo

CCO eCoaching Log

# CI/DI List

|  |  |  |
| --- | --- | --- |
| 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 |
| 3.0 | 5/26/15 | OY 3 |
| 4.0 | 4/27/16 | OY4 |

| 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 |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Basis of Estimate (BOE) | DI | Program | [Working SharePoint Site](https://cco.gdit.com/Contract/bcccontracts/CCO%20OY4%20Working%20Site/Forms/AllItems.aspx) | Under program control |  | PM | N | SR VP | Forever |
| Business Continuity Plan | CI | Security and Compliance Team | CMS CCO Security and Compliance Public Team  [site](https://cco.gdit.com/Support/Security/public/Business%20Continuity%20Plan%20BCP/Forms/AllItems.aspx) | Managed and Controlled | w/ Project Plan | Project Team | N | SPM | Duration of Project |
| CMS Security Operations and Business Continuity VIP site | DI | PM for BCC Security | [Security Link](https://cco.gdit.com/Support/Security/public/Business%20Continuity%20Plan%20BCP/Forms/AllItems.aspx) | N/A | N/A | N/A | N | PM for CCO Security | Duration of Project |
| Code | CI | Team Engineers | TFS  [http://f3420-tfsasp01:8080/tfs/CCO Program/eCoaching\_V2/\_versionControl - path=%24%2FeCoaching\_V2%2FCode&\_a=contents](http://f3420-tfsasp01:8080/tfs/CCO%20Program/eCoaching_V2/_versionControl#path=%24%2FeCoaching_V2%2FCode&_a=contents) | SCM | I | Team Engineers | Y | SPM | Duration of Project |
| DAR Logs | DI | Project Team | TFS  [http://f3420-tfsasp01:8080/tfs/CCO Program/eCoaching\_V2/\_versionControl - path=%24%2FeCoaching\_V2%2FProject+Management%2FeCL+OY4&\_a=contents](http://f3420-tfsasp01:8080/tfs/CCO%20Program/eCoaching_V2/_versionControl#path=%24%2FeCoaching_V2%2FProject+Management%2FeCL+OY4&_a=contents) | N/A | I | Project Team | N | N/A | Duration of Project |
| DD | CI | Team Engineers | TFS  [http://f3420-tfsasp01:8080/tfs/CCO Program/eCoaching\_V2/\_versionControl - path=%24%2FeCoaching\_V2%2FDesign&\_a=contents](http://f3420-tfsasp01:8080/tfs/CCO%20Program/eCoaching_V2/_versionControl#path=%24%2FeCoaching_V2%2FDesign&_a=contents) | SCM | I | Team Engineers | Y | SPM | Duration of Project |
| Developer Software List | DI | eCoaching Log Team | TFS  [http://f3420-tfsasp01:8080/tfs/CCO Program/eCoaching\_V2/\_versionControl - path=%24%2FeCoaching\_V2%2FProject+Management%2FeCL+OY4&\_a=contents](http://f3420-tfsasp01:8080/tfs/CCO%20Program/eCoaching_V2/_versionControl#path=%24%2FeCoaching_V2%2FProject+Management%2FeCL+OY4&_a=contents) | M&C | I | Project Team, ISSO | N | ISSO | Duration of Project |
| Engineering Design Document (EDD) | CI | SPM | TFS  [http://f3420-tfsasp01:8080/tfs/CCO Program/eCoaching\_V2/\_versionControl - path=%24%2FeCoaching\_V2%2FProject+Management&\_a=contents](http://f3420-tfsasp01:8080/tfs/CCO%20Program/eCoaching_V2/_versionControl#path=%24%2FeCoaching_V2%2FProject+Management&_a=contents) | Formal SCM | Formal w/ baseline | Project Team | Y | Project Team, SPM | Duration of Project |
| Engineering SharePoint Site | DI | SPM | [Site](https://cco.gdit.com/Support/spms/BCC%20Engineering/SitePages/Home.aspx) | N/A | N/A | N/A | N | N/A | Duration of Project |
| Functional Specification | CI | R&T Engineer | TFS  [http://f3420-tfsasp01:8080/tfs/CCO Program/eCoaching\_V2/\_versionControl - path=%24%2FeCoaching\_V2%2FRequirements&\_a=contents](http://f3420-tfsasp01:8080/tfs/CCO%20Program/eCoaching_V2/_versionControl#path=%24%2FeCoaching_V2%2FRequirements&_a=contents) | SCM | I | Project Team and Program Team | Y | PM | Duration of Project |
| Governance Audit Plans/Reports | DI | Governance | <https://spspi.gdit.com/opshcsd/HCSDOPS/HCSDQA/SQA/Shared%20Documents/Forms/Governance%20Plans.aspx> | N/A | I | SPM, PM | N | N/A | Duration of Project |
| High Level Designs (HLD) | CI | Dev Lead | TFS  [http://f3420-tfsasp01:8080/tfs/CCO Program/eCoaching\_V2/\_versionControl - path=%24%2FeCoaching\_V2%2FRequirements&\_a=contents](http://f3420-tfsasp01:8080/tfs/CCO%20Program/eCoaching_V2/_versionControl#path=%24%2FeCoaching_V2%2FRequirements&_a=contents) | Formal SCM | Formal w/ baseline | Project Team | Y | SCBB | Duration of Project |
| Lessons Learned | DI | SPM | <https://cco.gdit.com/Initiatives/project/Lessons%20Learned%20Repository/eCoaching%20Log%20Enhanced%20Project%20Lessons%20Learned.docx> | N/A | I | Project Team, Stakeholders | N | N/A | Duration of Project |
| Lifecycle Selection Worksheet (CCO eCoaching Log OY4) | DI | SPM | <https://spspi.gdit.com/opshcsd/ProgramManagement/AIMWiki/AIM_Support/lifecycle_selection/Lists/Test%20List/Standard%20View.aspx?InitialTabId=Ribbon%2EListItem&VisibilityContext=WSSTabPersistence> | Managed and Controlled | Project Plan review | Project Team, PM, SQA and VP | N | PM, SQA, VP | Duration of Project |
| Organizational Detailed Training Plan | DI | SPM | <https://spspi.gdit.com/opshcsd/ProgramManagement/AIMWiki/AIM_Support/Lists/Organizational%20Detailed%20Training%20Plan/2016%20Training%20Plan%20by%20Sector.aspx?InitialTabId=Ribbon%2EListItem&VisibilityContext=WSSTabPersistence> | M&C | Email | Sr. SPM, SPM | N | Senior Leadership Team | Duration of Project |
| Project Charter (vision document) | DI | SPMs and PMs | <https://cco.gdit.com/Initiatives/eCoachingLog/SitePages/Home.aspx> | N/A | Email | Program Leadership Team | N | Senior Leadership Team | Duration of Project |
| Project Plan | DI | SPM | TFS  [http://f3420-tfsasp01:8080/tfs/CCO Program/eCoaching\_V2/\_versionControl - path=%24%2FeCoaching\_V2%2FProject+Management%2FeCL+OY4&\_a=contents](http://f3420-tfsasp01:8080/tfs/CCO%20Program/eCoaching_V2/_versionControl#path=%24%2FeCoaching_V2%2FProject+Management%2FeCL+OY4&_a=contents) | M&C | Email | Project Team,  Stakeholders | N | PM, VPE, Gov, SCM (SCM Plan), Security SME (Security Plan) | Duration of Project |
| Project Schedule | CI | SPM | TFS  [http://f3420-tfsasp01:8080/tfs/CCO Program/eCoaching\_V2/\_versionControl - path=%24%2FeCoaching\_V2%2FProject+Management%2FeCL+OY4&\_a=contents](http://f3420-tfsasp01:8080/tfs/CCO%20Program/eCoaching_V2/_versionControl#path=%24%2FeCoaching_V2%2FProject+Management%2FeCL+OY4&_a=contents) | Managed and Controlled | Info | Project Team | N | Program (no formal approval required) | Duration of Project |
|  |  |  |  |  |  |  |  |  |  |
| Risk List/Register | DI | SPM | TFS  [http://f3420-tfsasp01:8080/tfs/CCO Program/eCoaching\_V2/\_versionControl - path=%24%2FeCoaching\_V2%2FProject+Management%2FeCL+OY4&\_a=contents](http://f3420-tfsasp01:8080/tfs/CCO%20Program/eCoaching_V2/_versionControl#path=%24%2FeCoaching_V2%2FProject+Management%2FeCL+OY4&_a=contents) | M&C | Email | Project Team, Stakeholders | N | PM, VPE, Gov, SCM (SCM Plan), Security SME (Security Plan) | Duration of Project |
| Runbooks | CI | Team Engineers | [http://f3420-tfsasp01:8080/tfs/CCO Program/eCoaching\_V2/\_versionControl - path=%24%2FeCoaching\_V2%2FRunbook&\_a=contents](http://f3420-tfsasp01:8080/tfs/CCO%20Program/eCoaching_V2/_versionControl#path=%24%2FeCoaching_V2%2FRunbook&_a=contents) | SCM | I | Team Engineers | N | SPM | Duration of Project |
| SCCB Charter | DI | SCM Lead | [http://f3420-tfsasp01:8080/tfs/CCO Program/Global Documentation/\_versionControl - path=%24%2FGlobal+Documentation%2FSCM+Documents%2FSCCB+Charter&\_a=contents](http://f3420-tfsasp01:8080/tfs/CCO%20Program/Global%20Documentation/_versionControl#path=%24%2FGlobal+Documentation%2FSCM+Documents%2FSCCB+Charter&_a=contents) | Managed and Controlled (M&C) | Email | SCCB members | N | SCCB members | Duration of Project |
| SCCB Meeting Minutes | DI | SCM Lead | [http://f3420-tfsasp01:8080/tfs/CCO Program/Global Documentation/\_versionControl - path=%24%2FGlobal+Documentation%2FSCM+Documents%2FArchived+CCB+Meeting+Minutes&\_a=contents](http://f3420-tfsasp01:8080/tfs/CCO%20Program/Global%20Documentation/_versionControl#path=%24%2FGlobal+Documentation%2FSCM+Documents%2FArchived+CCB+Meeting+Minutes&_a=contents) | N/A | N/A | N/A | N | N/A | Duration of Project |
| SCM Plan | DI | SCM Lead | [http://f3420-tfsasp01:8080/tfs/CCO Program/Global Documentation/\_versionControl - path=%24%2FGlobal+Documentation%2FSCM+Documents%2FSCMP&\_a=contents](http://f3420-tfsasp01:8080/tfs/CCO%20Program/Global%20Documentation/_versionControl#path=%24%2FGlobal+Documentation%2FSCM+Documents%2FSCMP&_a=contents) | Managed and Controlled (M&C) | Email | SCCB members | N | SCCB members | Duration of Project |
| SDPP (original) | DI | SPM | TFS  [http://f3420-tfsasp01:8080/tfs/CCO Program/eCoaching\_V2/\_versionControl - path=%24%2FeCoaching\_V2%2FProject+Management%2FeCL+OY2%2FCCO+OY2\_eCoaching+Log+Project+Plan.docx&\_a=contents](http://f3420-tfsasp01:8080/tfs/CCO%20Program/eCoaching_V2/_versionControl#path=%24%2FeCoaching_V2%2FProject+Management%2FeCL+OY2%2FCCO+OY2_eCoaching+Log+Project+Plan.docx&_a=contents) | SCM | I | Team Engineers | N | SPM | Duration of Project |
| Security Documentation | DI | Security Program | [CCO Security and Compliance Public Site](https://cco.gdit.com/Support/Security/public/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 | <https://cco.gdit.com/Support/spms/BCC%20Engineering/Shared%20Documents/Forms/Docs.aspx?RootFolder=%2FSupport%2Fspms%2FBCC%20Engineering%2FShared%20Documents%2FSecurity%2F2016%20Vulnerability%20Scans> | M&C | I | SPMs, Team Leads | N | N/A | Duration of Project |
| SCM tool | DI | Process Automation | TFS | N/A | N/A | N/A | N | N/A | Duration of Project |
| Tailoring Matrix | DI | SPM | TFS  [http://f3420-tfsasp01:8080/tfs/CCO Program/eCoaching\_V2/\_versionControl - path=%24%2FeCoaching\_V2%2FProject+Management%2FeCL+OY4&\_a=contents](http://f3420-tfsasp01:8080/tfs/CCO%20Program/eCoaching_V2/_versionControl#path=%24%2FeCoaching_V2%2FProject+Management%2FeCL+OY4&_a=contents) | M&C | Email | Project Team, Stakeholders | N | PM, VPE, Gov, and SCM (SCM Plan) | Duration of Project |
| Team Meeting Minutes | DI | Project Team | [https://cco.gdit.com/Initiatives/project/eCoaching%20Log%20OY3%202016/default.aspx?RootFolder=%2FInitiatives%2Fproject%2FeCoaching%20Log%20OY3%202016%2FDocuments%2FMeeting%20Notes&FolderCTID=0x012000674E12D06FDCA944804F0CFBB09AACF5&View=%7b10FB23DB-E3E8-44DB-B6A9-F46359145A13%7d](https://cco.gdit.com/Initiatives/project/eCoaching%20Log%20OY3%202016/default.aspx?RootFolder=%2FInitiatives%2Fproject%2FeCoaching%20Log%20OY3%202016%2FDocuments%2FMeeting%20Notes&FolderCTID=0x012000674E12D06FDCA944804F0CFBB09AACF5&View=%7b10FB23DB-E3E8-44DB-B6A9-F46359145A13%7d%20) | N/A | N/A | N/A | N | N/A | Duration of Project |
| Test Cases | CI | R&T Engineer | TFS  [http://f3420-tfsasp01:8080/tfs/CCO Program/eCoaching\_V2/\_versionControl - path=%24%2FeCoaching\_V2%2FTest+Cases&\_a=contents](http://f3420-tfsasp01:8080/tfs/CCO%20Program/eCoaching_V2/_versionControl#path=%24%2FeCoaching_V2%2FTest+Cases&_a=contents) | SCM | I | Project Team, SPM | N | SPM | Duration of Project |
| Test Plan | CI | R&T Engineer | TFS  [http://f3420-tfsasp01:8080/tfs/CCO Program/eCoaching\_V2/\_versionControl - path=%24%2FeCoaching\_V2%2FTest+Cases&\_a=contents](http://f3420-tfsasp01:8080/tfs/CCO%20Program/eCoaching_V2/_versionControl#path=%24%2FeCoaching_V2%2FTest+Cases&_a=contents) | SCM | I | Project Team, SPM | N | SPM | Duration of Project |
| Traceability Document | CI | R&T Lead / SPM | [http://f3420-tfsasp01:8080/tfs/CCO Program/eCoaching\_V2/\_versionControl - path=%24%2FeCoaching\_V2%2FTraceability&\_a=contents](http://f3420-tfsasp01:8080/tfs/CCO%20Program/eCoaching_V2/_versionControl#path=%24%2FeCoaching_V2%2FTraceability&_a=contents) | Formal SCM | Formal w/ baseline | Project Team | N | Project Team, SPM | Duration of Project |
| Unit Test Cases | CI | Developer | TFS  [[http://f3420-tfsasp01:8080/tfs/CCO Program/eCoaching\_V2/\_versionControl - path=%24%2FeCoaching\_V2%2FTest+Cases&\_a=contents](http://f3420-tfsasp01:8080/tfs/CCO%20Program/eCoaching_V2/_versionControl#path=%24%2FeCoaching_V2%2FTest+Cases&_a=contents)](#path=%24%2FeCoaching_V2%2FUnit+Test&_a=contents) | M&C | I | Developers | N | Developer | Duration of project |
| VM tool | DI | Process Automation | TFS/Visual Studio | N/A | N/A | N/A | N | N/A | Duration of Project |
| Web Server and Database Server Software List | DI | eCoaching Log Team | TFS  [http://f3420-tfsasp01:8080/tfs/CCO Program/eCoaching\_V2/\_versionControl - path=%24%2FeCoaching\_V2%2FProject+Management%2FeCL+OY4&\_a=contents](http://f3420-tfsasp01:8080/tfs/CCO%20Program/eCoaching_V2/_versionControl#path=%24%2FeCoaching_V2%2FProject+Management%2FeCL+OY4&_a=contents) | M&C | I | Project Team, ISSO | N | ISSO | Duration of Project |
| Health Solutions Software Configuration Management (SCM) Plan | CI | HSD | <http://hq100-rtnlweb:8080/apl/#hcsd_wf.method_content.base/guidances/examples/hs_scmp_sample_6D5D2E6F.html> | SCM | I | HCSD Engineering Steering Committee, CM Management | N | HCSD Engineering Steering Committee | Indefinitely |
| Weekly Status Report | DI | SPMs and PMs | [https://cco.gdit.com/Initiatives/project/eCoaching%20Log%20OY3%202016/default.aspx?RootFolder=%2FInitiatives%2Fproject%2FeCoaching%20Log%20OY3%202016%2FDocuments%2FBiweekly%20Status%20Updates&FolderCTID=0x012000674E12D06FDCA944804F0CFBB09AACF5&View={10FB23DB-E3E8-44DB-B6A9-F46359145A13](https://cco.gdit.com/Initiatives/project/eCoaching%20Log%20OY3%202016/default.aspx?RootFolder=%2FInitiatives%2Fproject%2FeCoaching%20Log%20OY3%202016%2FDocuments%2FBiweekly%20Status%20Updates&FolderCTID=0x012000674E12D06FDCA944804F0CFBB09AACF5&View=%7b10FB23DB-E3E8-44DB-B6A9-F46359145A13%7d)} | N/A | I | Program Leadership Team | N | N/A | Duration of Project |
| Work Items List | DI | SPM | TFS | 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 |