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Configuration and Change Management Report	Date: 03/05/2023

# ICES4HU

## Configuration and Change Management Report

### 1 Introduction

The “Configuration and Change Management Report” provides us an in-depth analysis of the system's configuration and the procedures in place to manage changes to the system's configuration. This report generally details the tools and techniques used to track and manage changes to the system, including version control, testing procedures, and documentation. Additionally, this report highlights the roles and responsibilities of team members involved in the configuration and change management processes, as well as the communication and reporting protocols established to ensure all stakeholders are informed of any changes or updates to the system. To sum up the Intro., the Configuration and Change Management Report provides a comprehensive overview of the steps taken to maintain the quality and consistency of the course evaluation system throughout its development lifecycle.

### 2 Purpose

The Configuration and Change Management process efficiently manages modifications to the ICES4HU work products and software builds, ensuring that changes are implemented consistently and effectively. By tracking changes to the work products and software builds, the project team can gain insight into the project status and make informed decisions about future development efforts. Overall, the Configuration and Change Management process provides a structured approach for managing changes and maintaining consistency, thereby contributing to the successful delivery of a high-quality software product.

### 3 Configuration and Change Management Specifications

The success of the ICES4HU project relies heavily on a comprehensive configuration and change management process, which will be carried out by all members of the development team. This process involves maintaining versions and consistent configurations of work products, with a particular focus on the Artifact: Implementation and Artifact: Build, and managing changes to configuration-controlled artifacts via the Task: Request Change and the Artifact: Work Items List. To ensure that the process is effective, it is important to establish clear roles and responsibilities, as well as procedures for handling change requests, and implement appropriate tools and technologies for version control, configuration control, and change management. By prioritizing and tracking changes throughout the project lifecycle, the team can maintain an up-to-date and consistent set of work products that meet the needs and requirements of Hacettepe University and its users.

### 4 Key Considerations

Clear roles and responsibilities must be established for managing changes to configuration-controlled artifacts, and well-defined processes and procedures must be developed for handling change requests. To support these efforts, appropriate tools and technologies must be implemented to facilitate version control, configuration control, and change management. The team must be proactive in prioritizing and tracking changes throughout the project lifecycle, and must be prepared to make adjustments to the configuration and change management process as needed. By implementing a comprehensive configuration and change management process, the ICES4HU project can be successfully developed and deployed to meet the needs and requirements of Hacettepe University and its users.