PROJECT DOCUMENTATION

**CONFIGURATION MANAGEMENT PLAN**

| **Project:** | **E-Commerce Website for SKANDA**  **by Sarasi Samarasinghe.** |
| --- | --- |
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| **PRINCE2** |  |
|  |  |
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| Client: | Mrs Sarasi Samarasundara. |
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# 1 Configuration Management System History

## 1.1 Document Location

This document is only valid on the day it was printed.

The source of the document will be found on the project's PC in location

## 1.2 Revision History

**Date of this revision: 03/03/2022**

**Date of Next revision:**

| **Revision date** | **Previous revision date** | **Summary of Changes** | **Changes marked** |
| --- | --- | --- | --- |
| 02/19/2021 |  | First issue |  |

## 1.3 Approvals

This document requires the following approvals.

Signed approval forms are filed in the Management/Specialist/Quality section of the project files.

| **Name** | **Signature** | **Title** | **Date of Issue** | **Version** |
| --- | --- | --- | --- | --- |
| Dr Yasas Jayaweera |  | Project Board | 03/03/2022 | 1.0 |
| Adithya Narasinghe |  | Project Manager | 03/03/2022 | 1.0 |
| Mrs. Sarasi Samarasundara |  | Client | 03/03/2022 | 1.0 |

## 1.4 Distribution

This document has been distributed to:

| **Name** | **Title** | **Date of Issue** | **Version** |
| --- | --- | --- | --- |
| Adithya Narasinghe | Project Manager | 02/24/2022 | 1.0 |
| M. Sonali Silva | Start-up Manager | 02/24/2022 | 1.0 |
| J. M. Pasindu Lawantha Bandara | Quality Manager | 02/24/2022 | 1.0 |
| Madapathage Don Kanishka Gimhan | Risk Manager | 02/24/2022 | 1.0 |
| S. K. Helani Sihara Jayawardena | Scheduling Manager | 02/24/2022 | 1.0 |

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# Configuration Management Plan

## 3 Purpose

The document of the Configuration Management Plan is used to determine how and by whom the project artefact will be managed and secured, as well as to indicate where the information is stored and what protection will be placed in the appropriate location and who has the authority to look at or process information.

## 4 Objectives and Scope

Scope of the project and the objectives of the project have been mentioned in the Project Initiation Document version 1.0, which is uploaded to the “week 4” directory of the project's GitHub repository for documents (https://github.com/nmasnadithya/sppm).

## 5 Configuration Management Procedure

Although the Configuration Management Procedure can be altered, it consists primarily of five fundamental tasks. Such activities include planning, identification, control status accounting & verification, auditing, and configuration management strategy. It is necessary to set up a method for dealing with the design, detect potential dangers, and finally carry out the procedural control mechanisms.

## 6 Issue and Change Control Procedure

Any incident that has arisen, has not been anticipated and needs management action is a project problem. These concerns can be divided primarily into three sections, such as a request for modification, off-specification or a problem, or a high-level authority must be escalated to an issue. There are five stages in the issue and change process, which are Capture, Examine, Propose, Decide, and Implement.

The aim is to define a process for the above categories to identify the nature of the problem and to decide if it should be treated formally or informally. If any issue needs to be treated formally, it should be added to the Issue Register. If the issue can be handled informally, it should be added or recorded in the Daily Log. Next, factors such as schedule, scope and project risk profile should be analysed to assess the impact of the issue. Alternatives and guidelines could then be formulated after that. The Project Manager can then determine whether the problem would be addressed or escalated to the Project Board. Following the decision, remedial steps should be taken by the project manager and recorded in the relevant document, and the project manager should also notify the relevant parties of the decision.

## 7 Tools and Techniques

The project will be developed on a shared hosting package of Namecheap. Since WordPress uses the database to store all the data, periodical backups will be taken and multiple versions of the backups will be maintained to support rolling back to previous versions.

## 8 Records

The issue log will cover all problems continuously if any difficulties are raised, such as their potential consequences, key measures to be taken, and any related gathering issues. And also, the configuration item records will include any necessary agreements with the client and any changes made to the system with the dates.

## 9 Reporting

The development team will report any attempted configuration management process in line with PRINCE2 methodologies. The project board, project manager and the client will be updated and reviewed frequently to ensure smooth operation.

## 10 Roles and Responsibilities

| **Role** | **Responsibility** | **Participant(s)** |
| --- | --- | --- |
| Project Sponsor | Provide any specific data or specifications needed to meet the requirements and suggestions.  Maintaining communication with the team, understanding the task's status, and providing comments and other suggestions are all responsibilities. | Mrs. Sarasi Samarasinghe |
| Project Manager | Responsible for project initiation, planning, design, execution, team management, assigning tasks to team members, supervision, and timely delivery of the project with all the features defined in the Requirement Statement. | Adithya Narasinghe |
| Quality Manager | Assuring the product meets the client's requirements for quality and ensuring that all project-related papers follow standard standards and are compliant. | J.M.P. Lawantha Bandara |
| Risk Manager | The primary responsibility is to identify all project-related risks and develop methods to reduce such risks. | Madapathage Don Kanishka Gimhan |
| Start-up Manager | Maintain the client's connection, keep them informed about project progress and keep track of any client-related paperwork. | M. Sonali Silva |
| Scheduling Manager | The main focus is on scheduling and supervising all project-related activities to ensure the project's timely completion.. | S. K. Helani Sihara Jayawardena |
|  |  |  |
| Developer | The main responsibility is to design, implement, and test the system according to the specified specifications and requirements. | Adithya Narasinghe  J.M.P. Lawantha Bandara  Madapathage Don Kanishka Gimhan |
|  |  |  |
| Technical Writer | The main task is to gather information from developers and project managers to provide product documentation. | S. K. Helani Sihara Jayawardena  M. Sonali Silva |
| Tech Lead | Responsible for all technical aspects of the project, including system design and technology selection and directing the development process. | Adithya Narasinghe |

## 11 Scales for Priority and Severity

The startup manager and developers will investigate any requests made by the client. The developing group must implement the required changes. The project manager will decide on the major technical decisions, then notify the customer and the project owner and be contacted about any severe concerns.