Configuration Control Board (CCB)

The purpose of configuration control is to ensure that any change to the items, files, and/or product is properly validated, authorized, and executed. The goal of the CCB is to make decisions to increase the operational efficiency of the product, while maintaining client standards. The CCB’s role includes:

* Assess the description, justification, and impact of change requests
* Review and authorize changes to project baselines
* Insure approved changes and updates are delegated to a specific developer
* Verify changes have been properly made and the baseline has been updated

The body of the board will be made of the entire development team. Once a change request has been submitted, the board will assess the request and upon approval will assign a team member the change task. The assigned developer will be authorized access to the baseline repository and obtain the item and/or file which needs to be changed. Authorized changes will be made by the assigned developer to that item and submitted to the baseline repository. The board will consist of a permanent manager who will access the baseline repository after the change has been submitted and the manager will validate the authorized changes have been made and update the final version into the baseline repository.

Once the CCB has convened and the change request has been approved the following section will explain in detail the procedure of the change process.