StarContests.com

If it's not here it's not happening.

Configuration Management Plan v1.1

Team 8

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DOCUMENT DESCRIPTION

This document will help to handle the change that is inevitable in software development project. Configuration items are identified and are placed under configuration control. Access to these items are controlled and any changes made to these items are communicated to all the concerned persons. Change requests are evaluated for its impact and only approved change requests are incorporated. Corresponding items are checked out and once the changes are reviewed and approved, the updated item is checked in.

REVISION HISTORY

Date	Document	Version	Created By	Reviewed By
9th April, 2015	Configuration Management Plan	1.0	Krupal	Shivani

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INTRODUCTION

The overall objective of a Configuration Management (CM) Plan is to document and inform project stakeholders about CM with the project, what CM tools will be used, and how they will be applied by the project to promote success. The StarContest CM Plan defines the project's structure and methods for

1. Identifying, defining, and base lining configuration items (CI)

2. Controlling modifications and releases of CIs
3. Reporting and recording status of CIs and any requested modifications
4. Ensuring completeness, consistency, and correctness of CIs
5. Controlling storage, handling, and delivery of the CIs

The intended audience of the CM Plan is the project manager, project team, project sponsor and any senior leaders whose support is needed to carry out communication plans.

DOCUMENT CONVENTIONS

The following conventions would be followed throughout the document,

Heading - Intense, 18, Bold

Subheadings - Calibri, 16, Bold

Body - Calibri, 13, Black

CONFIGURATION MANAGEMENT

SCM management information describes the allocation of responsibilities and authorities for SCM activities, and their management, to organizations and individuals within the project structure.

ORGANIZATION

A team leader will be appointed to oversee all the activities. She will receive all change requests, and will make any final decisions regarding those changes, including which software engineer will carry out approved changes. The team leader also keeps a library of all submitted requests, even those that have been denied. Software Engineers will submit change requests directly to the SCM team for their inspection and approval.

SCM RESPONSIBILITIES

Roles	Responsibilities	Name
Project Manager	The Project Manager has knowledge of the state and content of all documents and follows them up. She will receive all change requests, and will make any final decisions regarding those changes, including which software engineer will carry out approved changes.	Prachi Kothari
Configuration Manager	Organizes software configuration management. and establishes and maintains consistency of a product's performance, functional and physical attributes with its requirements, design and operational information throughout its life	Krupal Barot
Developers	All the members of team 08 come under this role and they follow the plan for the configuration management using configuration management tool.	Team 08

Applicable Policies, Directives, and Procedures

1. All relevant products are to be added and stored to the Google Drive Folder. Documents, website files, source-code should immediately be available to the developers.

2. All documents must be reviewed and review logs must also be uploaded. Appropriate changes must be implemented and updated versions should also be shared.

3. Updated source-code should always be tested and must not contain any simple errors.

4.   Conflicts that arise through revisions are to be resolved by the developers themselves as soon as possible. Communication with other developers is advised.

CONFIGURATION MANAGEMENT ACTIVITIES

SCM activities information identifies all functions and tasks required to manage the configuration of the software system as specified in the scope of the Plan. Both technical and managerial SCM activities shall be identified.

Configuration Identification

Configuration identification activities shall identify, name, and describe the documented physical and functional characteristics of the code, specifications, design, and data elements to be controlled for the project. The configuration identification schemas enable the identification and tracking of all the work products. The following section will describe the details how these configuration items are identified and tracked.

● Identifying configuration items:
  Every document created during the development of this project is considered a configuration item and will be named in a way which helps in identifying its configuration. The documents will have version control numbers which will be issued by the document writer and reviewer and the Document Configuration Manager.

● Naming configuration items:
  The Plan shall specify an identification system for assigning unique identifiers to each item to be controlled. It shall also specify how different versions of each are to be uniquely identified. Identification methods could include naming

Configuration Control
The process of evaluating, approving or disapproving, and managing changes to controlled items. This includes tracking the configuration of each of the Configuration Items, approving a new configuration if necessary, and updating the baseline. Configuration control involves managing and regulating all the requests, evaluations, approvals or disapprovals and implementations of the

changes made to the objects. This section also involves the records to be used for tracking and documenting the sequence of steps for each change.

● Requesting Changes:

Changes to an item are put forward by the developer and accepted by the team. After changes are made to a configuration item, the Git add and commit procedures are used to push the changed configuration object on to the master repository. After this is done, a pull request is created by the team member requesting the changes.

● Evaluating Changes

Changes made to a configuration object are evaluated by the review team and configuration manager. An analysis is required to determine the impact of the proposed change and the procedures for reviewing the results of the analysis. Changes should be evaluated according to their effect on the deliverable and their impact on project resources.

If the team agrees upon the implemented change then it is accepted. After evaluation, the pull request is either accepted or rejected based on the evaluation results.

● Implementing Changes

Once a pull request is accepted, Git stores the new, changed configuration object in the repository along with the changes that were made from the previous version. Then it deletes the older version from the repository.

● Configuration audits and reviews

Configuration audits determine to what extent the actual CI reflects the required physical and functional characteristics. Configuration reviews are management tools for establishing a baseline. The team shall identify the configuration audits and reviews to be held for the project. At a minimum, a configuration audit shall be performed on a CI prior to its release.

Software Configuration Management (SCM) schedules

SCM schedule information establishes the sequence and coordination for the identified SCM activities and for all events affecting the Plan's implementation. The schedule shall cover the duration of the Plan and contain all major milestones of the project related to SCM activities. SCM milestones shall include establishment of a configuration baseline, implementation of change control procedures, and the start and completion dates for a configuration audit.

Schedule information shall be expressed as absolute dates, as dates relative to either SCM or project milestones, or as a simple sequence of events. Graphic representation through the use of Gantt Charts can be particularly appropriate for conveying this information.

Software Configuration Management (SCM) Resources

- Google Drive is a cloud file storage and synchronization service created and managed by Google.

Plan Maintenance

The Configuration Manager is responsible for monitoring the Software Configuration Management Plan. The Software Configuration Management Plan has to be updated on the introduction of new Software Configuration Management guidelines or the modification of the old guidelines. The Plan should be reviewed at the start of each project software phase, changed accordingly, and approved and distributed to the project team. The Plan should be reviewed at the start of each project software phase, changed accordingly, and approved and distributed to the project team. If the Plan has been constructed with detailed procedures documented elsewhere in appendixes or references, different maintenance mechanisms for those procedures may be appropriate.