Version Description Document

<Product Name>

<Release>



<Month><Year>

Document Version *<#.#>*

Department of Veterans Affairs

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*This template conforms to the latest Section 508 guidelines. The user of the template is responsible to maintain Section 508 conformance for any artifact created from this template.*

**Instructions:** Complete the template by replacing italicized instructions and examples (Ex.) with text.

Document Revision History

| Date | Document Version | Description | VDD Author / Team Role | VA Group or Contract Company |
| --- | --- | --- | --- | --- |
|  |  | Reason for changing the document | Ex. Jane Doe, Developer | Ex. ABC Incorporated |
|  |  |  |  |  |

Deliverable (Product) Version History

| Date | Release / Revision | Description | Project Name | VA Department |
| --- | --- | --- | --- | --- |
| Expected Production  IOC or Production Date | Ex. 2.1.3.2 | Ex. Implement ICD 10  Ex. Update XYZ | Ex. Clinical Case Registry Enhancements, VA for Vets, RAI/MDS Maintenance | Ex. Product Development, VHA, Mobile, Product Support |
|  |  |  |  |  |

Place latest revisions at top of table. The Revision History pertains to changes in the document and any updates made after distribution for review and baseline. Remove blank rows.

VA requires the Version Description Document (VDD) to identify, maintain, enhance, and recreate the product (IT asset) throughout its lifecycle. The VDD reinforces strong risk management practices and helps protect VA from loss of the product (IT asset), which is especially important with a regular rotation of personnel and contractors.

The VDD is a mandated document that will be verified prior to Release.

The VDD is the authoritative inventory and roadmap of all Configuration Items that make up the deployable product/system. Configuration Items include source code files, builds/packaging, tools, baselines, locations, and associated product files. The VDD is itself a Configuration Item maintained under change control in the TRM-approved configuration management system, which is part of the VA Federated Configuration Management Data Base (CMDB).

Project Managers and Configuration Managers use the VDD template as a tool for managing Configuration Items and baselines associated with the deployable product. It is the responsibility of the Project Manager to ensure the processes are followed within the product build process (ProPath, Product Build: BLD-1 Develop Product Component). The expectation is for the VDD to be controlled as a source file with one VDD per Product. There may be multiple versions being managed within the SCM repository, all following the baseline process. The IT Configuration Managers (or IT Architect/Development Leads) ensure that creation and modification of the Product’s VDD is integrated with any parallel activities being performed on the said product. The Configuration Manager creates/updates the VDD each time the deliverable (file set) leaves the development environment, such as for testing or deployment. The VDD is the representation and result of the Software Configuration Management Procedures being followed. The Product’s Procedures, along with work instructions, are to be created and maintained by the IT Configuration Managers (or IT Architect/Development Leads). For product procedure information, refer to the Software Configuration Management Procedures Template (ProPath, Project Planning: PRP 3.7). The Project Manager is responsible for ensuring the Configuration Manager maintains versions of the VDD and deliverables (files) in the TRM-approved configuration management system.

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# General Configuration Management (CM) Information

| Deliverable (Product) Name | Configuration Manager | VDD Package Name | Project / Delivery Team |
| --- | --- | --- | --- |
| Product Registration Name (PRP 1.3 - Assign project registration and development domain) | Configuration Manager assigned to the project, or architect, or development lead | Zip file with VDD and any documents related to the VDD, if there are no supporting documents this field will be N/A | Individual(s) responsible for delivering the product |

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# Configuration Management (CM) Tools

| CM Tools | CM Tool Location | Tool  Onsite/  Offsite | CM Tool Access  Point of Contact | Access Information (Forms or other access requirements) |
| --- | --- | --- | --- | --- |
| Ex. Rational Team Concert | Ex. Hines Data Center | Ex. Onsite is on the VA network | Ex. VA Rational Tools Team | Ex. http://vaww.oed.portal.va.gov/communities/OSCTM/toolsmgmt/Rational%20Tools/Pages/SR.aspx |

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# Configuration Management of Documents

## Rational Team Concert (RTC) Documents

The RTC location for the documents and RTC explanation for the information:

| RTC Information | Explanation |
| --- | --- |
| **RTC URL** | RTC is accessed by a URL in the integrated development environment. The current VA URL is [https://clm.rational.oit.va.gov/ccm/web](https://clm.rational.oit.va.gov/ccm/web/). |
| **RTC Project Area** | The name of the Project Area containing information about one or more software projects. It defines deliverables, team structure, process, and schedule. |
| **RTC Team Area** | The name of the Team Area where the team groupings can be found. |
| **RTC Stream** | The pointer to the component. A stream is a picture into the component. |
| **Baseline ID** | The baseline name, such as a label or tag. An example is 12:OIT\_CM\_Doc\_Release\_1.0.0.0.0 |
| **Components** | The containing where a set of artifacts is grouped and managed. An example is OIT\_CM\_Doc. |
| **Directory Path** | The path where documents are located. |
| **Documents Included in the Baseline** | The list the baseline document names for configuration review. Examples are OIT\_CM\_VDD.doc or OIT\_CM\_SystemBuild.pdf. |

# Configuration Management Development Files (Ex. Source, JSP, Configuration, and Build Files)

## Rational Team Concert (RTC) Repository

The RTC location for the development files (source) and RTC explanation for the information.

| RTC Information | Explanation |
| --- | --- |
| **RTC URL** | RTC is accessed by a URL in the integrated development environment. The current VA URL is [https://clm.rational.oit.va.gov/ccm/web](https://clm.rational.oit.va.gov/ccm/web/). |
| **RTC Project Area** | The name of the Project Area containing information about one or more software projects. It defines deliverables, team structure, process, and schedule. |
| **RTC Team Area** | The name of the Team Area where the team groupings can be found. |
| **Stream** | The pointer to the component. A stream is a picture into the component. |

### Baseline and Component

Where a set of artifacts are identified as baselined, grouped and managed.

| Name | Description |
| --- | --- |
| OIT\_CM\_UI (12:OIT\_CM\_UI\_BLD\_1.0.0.034) | Baseline of artifacts of build 34 of the UI for Configuration Management Release 1.0.0.0.0 |
| *OIT\_CM\_Server (13:OIT\_CM\_Serve\_BLD\_1.0.0.0.20)* | *Baseline of artifacts of build 20 of the Server for Configuration Management Release 1.0.0.0.0* |
| *OIT\_CM\_Release (3:OIT\_CM\_Release\_1.0.0.0.0)* | *Baseline of release artifacts for Configuration Management Release 1.0.0.0.0* |

### 

### Build Information

General build information that results from the build process.

| Name | Description |
| --- | --- |
| **Build Output** | Object name produced by the build. Ex: <name>.exe, <name>.zip, <name>.KIDS |
| **Build Output Directory** | The directory where the derived object or package that was produced for deployment and/or install. |
| **Target Deployment Location** | The Environment and location that the derived object or package will be deployed and/or installed. |

### RTC Build Definition

The name of the build definition, which controls what is built and how it is built.

| **Name** | **Description** |
| --- | --- |
|  |  |

### Build Label or Number

The identifier for the derived object or package that was produced for deployment and/or install.

| **Name** | **Description** |
| --- | --- |
|  |  |

# 

# Build and Packaging

## Build Logs

Ensure the build log is baselined within the SCM System and provide the SCM location and filenames.

## 

## Build System/Process Information

If you are using something besides Rational Build Forge or Rational RTC Build Engine ensure the build system setup and procedures documentation is baselined within the SCM System and provide the SCM location and filenames.

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# Change Tracking

| Change Tracking Tool | Change Tracking Tool Location | Tool  Onsite/  Offsite | Change Tracking Tool Access / POC | Access Information (Forms or other access requirements) |
| --- | --- | --- | --- | --- |
| Ex. Rational Team Concert | Ex. Hines Data Center | Ex. Onsite is on the VA network | Ex. VA Rational Tools Team | Ex. http://vaww.oed.portal.va.gov/communities/OSCTM/toolsmgmt/Rational%20Tools/Pages/SR.aspx |

## 

## Rational Team Concert (RTC) Repository

| Location | Terms |
| --- | --- |
| **RTC URL** | RTC is accessed by a URL in the integrated development environment. The current VA URL is [https://clm.rational.oit.va.gov/ccm/web](https://clm.rational.oit.va.gov/ccm/web/). |
| **RTC Project Area** | The Project Area containing information about one or more software projects. It defines deliverables, team structure, process, and schedule. |
| **RTC Team Area** | The name of the Team Area where the team groupings can be found. |

**Changes Since Last VDD**

| Work Item ID | Summary |
| --- | --- |
| <ID> | The Work Item ID is the identifier for an epic, story, defect, or task. The summary is a short description of the Work Item. |
|  |  |

# 

# Release (Deployment) Information

| Release Identification | Release Package POC Name | Release Package POC Email |
| --- | --- | --- |
| Ex. HECMS 3.12 | Ex. AITC ESR Support Team | Ex. AITC ESR Support Team Mail Group |

| Release Package (Component) Identified | Release Package Description | Release Package Delivery Method | Release Package Location Identified |
| --- | --- | --- | --- |
| Ex. Config.xml | Ex. Configuration File | Ex. FTP | Ex. vaaacmul1o:  cm\Health-e-Vet\_SoS\Production\ESR\CO174510FY13 |
|  |  |  |  |

Template Revision History

| Date | Version | Description | Author |
| --- | --- | --- | --- |
| March 2017 | 1.9 | Change tool references from CCM to RTC  Change Build Output blue text to reflect artifacts instead of locations  Update the RTC url from <https://ccm.rational.oit.va.gov:9443/ccm> to <https://clm.rational.oit.va.gov/ccm/web> | Configuration Management, EPMO |
| April 2016 | 1.8 | Updated VIP policies and processes  Updated to remove ClearCase and ClearQuest references  Correction and revision of general text | Configuration Management, EPMO |
| March 2016 | 1.7 | Updated to align with new VIP policies and processes | VIP Business Office |
| December 2015 | 2.3 | Correct alt. text in tables | Process Management |
| October 2015 | 2.2 | Update alternate text in tables, adjust spacing between tables, and allow spell and grammar checking in proofing | Process Management |
| June 2015 | 2.1 | Edited to conform with latest Section 508 guidelines and remediated with Common Look Office tool | Process Management |
| May 2015 | 2.0 | Major revision from PMAS Process Improvement Lockdown | VA OI&T ESE |
| May 2015 | 1.3 | Reordered cover sheet to enhance SharePoint search results | Process Management |
| October 2014 | 1.2 | Detailed alternate text added to each table, updated fonts, added disclaimer to instructional text regarding modification of template by end user, validated Section 508 conformance with MS Word utility, and remediated with Common Look Office tool | Process Management |
| March 2013 | 1.1 | Formatted to current ProPath documentation standards and edited to conform with latest Alternative Text (Section 508) guidelines | Process Management |
| January 2013 | 1.0 | Initial Version | PMAS Business Office |

Place latest revisions at top of table.

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Remove blank rows.