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| --- | --- | --- | --- | --- | --- | --- |
| **TSC Category** | Development and Implementation | | | | | |
| **TSC Title** | Configuration Tracking | | | | | |
| **TSC Description** | Track systematically and manage changes and revisions in software projects to ensure that all changes are accounted for and to protect assets against unauthorized change, diversion and inappropriate use | | | | | |
| **TSC Proficiency Description** | **Level 1** | **Level 2** | **Level 3** | **Level 4** | **Level 5** | **Level 6** |
| **ICT-DIT-1004-1.1** | **ICT-DIT-2004-1.1** | **ICT-DIT-3004-1.1** | **ICT-DIT-4004-1.1** |  |  |
| Label, track and document all configuration items and changes to software projects using standard tools and templates | Verify accuracy, completeness and currency of information in configuration logs and review unauthorised changes, diversions or inappropriate use of software assets | Develop and update a configuration management plan, determining systems and techniques to track changes and revisions | Develop policies, processes and guidelines for the organisation's configuration management and tracking |  |  |
| **Knowledge** | * Key information required to label configuration items * Indicators of unauthorised changes, diversions or inappropriate use | * Importance of baselines in configuration items * Process of handling unauthorised changes, diversions or inappropriate use | * Key components of a configuration management plan * Various configuration management / tracking systems, tools and techniques | * Best practices in management of configuration items * Industry requirements and standards in the protection of software assets |  |  |
| **Abilities** | * Label all configuration items according to set instructions and templates * Track configuration items, components and changes * Document changes to software projects using standard tools and templates * Perform regular checks on configuration and report unauthorised changes, diversions or inappropriate use of software products | * Review key information on configuration items * Track baselines for configuration items * Generate reports on configuration status for tracking software project progress * Verify for accuracy, and completeness of information in configuration logs and records * Review software assets where unauthorised changes, diversions or inappropriate use has occurred | * Develop a configuration management plan to oversee the systematic tracking, control and management of changes in software projects * Develop identification standards for naming and version control of software documentation * Select appropriate systems, tools and techniques to track changes and revisions * Update configuration management plan to account for key enhancements or updates to software assets * Investigate and report areas of non-compliance with configuration management standards or unaccounted changes | * Develop guidelines for the consistent classification and management of configuration items * Develop policies for the retention of baseline copies * Facilitate to oversee the organisation's configuration management and tracking system * Establish processes for the verification and audit of configuration records * Establish compliance standards to account for all changes to software products |  |  |
| **Range of Application** |  | | | | | |