

CONFIGURATON MANAGEMENT TEMPLATE

TEMPLATE

**Version 1.0**

**Qui Ngo**

**05/05/2017**

**Revision History**

|  |  |  |  |
| --- | --- | --- | --- |
| **Version** | **Date** | **Author** | **Content** |
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1. **Document Introduction.**
   1. **Purpose**
   2. **Audience**

|  |  |  |
| --- | --- | --- |
| **Intended Audience** | **Name** | **Reading Suggestions** |
|  |  |  |

1. **Configuration Management**
   1. **Organization**
   2. **Tools, environment and infrastructure**

|  |  |
| --- | --- |
| **Tool** | **Description** |
|  | . |

1. **Assign Task Management Process**

**3.1 Process Diagram**

**3.2 Description**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No** | **Activity** | **Description** | **Input** | **Output** | **Role** |
|  |  |  |  |  |  |

1. **Detail Configuration Plan.**
   1. **Configuration Items**

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Category** | **CIs** | **Item List** |
|  |  |  |  |

* 1. **Configuration Identification**
     1. **Document name**

|  |  |  |
| --- | --- | --- |
| **No.** | **Process Name** | **Process code** |
|  |  |  |

* + 1. **Document content**
       1. **Described for Word documents**

|  |  |
| --- | --- |
| **Component** | **Regulations** |
|  |  |

* + - 1. **Described for Excel documents**

|  |  |
| --- | --- |
| **Component** | **Regulations** |
|  |  |

* + 1. **Symbols for drawing process**
    2. **Process Submit document on repository**
    3. **Process make change document on SVN**
    4. **Tool for access to repository**

|  |  |
| --- | --- |
| Criteria | Description |
|  |  |

### **4.2.6.1 Document and Source code repository**

|  |  |
| --- | --- |
| **Criteria** | **Description** |
|  |  |

* + 1. **Tools for editing documents**

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

TABLE 10.TOOLS FOR EDITING DOCUMENTS

* + 1. **Organize folders to store document**
* **Folder for General**
* **Folder for Private**
* **Folder for Meeting minutes and template**

1. **Configuration Auditing/Reporting**
2. **Reference**