

CONFIGURATON MANAGEMENT TEMPLATE

TEMPLATE

**Version 1.0**

**Qui Ngo**

**05/05/2017**

**Revision History**

|  |  |  |  |
| --- | --- | --- | --- |
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1. **Document Introduction.**
   1. **Purpose**

The document is intended to serve as a standard for team members in the execution of the change management process. It outlines the objectives of the Configuration Management Plan, details what products are to be placed under change control, and describes the processes by which work products are controlled.

* 1. **Audience**

|  |  |  |
| --- | --- | --- |
| **Intended Audience** | **Name** | **Reading Suggestions** |
| TripleX team Member | * Tan Huynh * Qui Ngo * Van Phan * Nhuan Tran * Thang Nguyen | Detailed communication plan report |
| Mentor | * Nam Vu | Detailed communication plan report |
| Project Manager | * Van Phan | Detailed communication plan report |

TABLE 1. AUDIENCE MEMBER

1. **Configuration Management**
   1. **Organization**

The ECB configuration management will be involved in configuration management activities.

Responsibility of configuration management: Because when develop team project we need follow regulations to support management better. All document in process need synchronize for Configuration Management Plan.

General guideline:

* + - * When you creating documents or making changes, you need follow these general guidelines to prevent collisions.
      * If you not sure about the name of a new file or new directory where it should be saved, you need asked configuration manager in the team.
      * If you create a new file, check in this document if there is a convention that applies.
      * Not all artifacts produced during the software development project should be under configuration management. Files created as an intermediate step to the creation of an artifact should not be copied into the depot, even if these files are shared among team members. If we put under configuration management every file we create, the depot we’ll get cluttered. Use your best judgment here.
      * Many artifacts will be Word documents such as this plan. They all should use the same visual style and basic structure. Use the template available and avoid formatting paragraphs—use the styles available in the template.
      * Some artifacts will be PowerPoint presentations. For any studio-related presentation, use the PowerPoint template available.
  1. **Tools, environment and infrastructure**

|  |  |
| --- | --- |
| **Tool** | **Description** |
| Microsoft Office 2013 | Team uses this tool to develop document, text editor. |
| Microsoft Project 2013 | Team uses this tool to develop schedule. |
| Microsoft Visio 2013 | This tool is used for develop processes. |
| Xampp | This tool is used for develop server |
| Sublime Text 2 or 3 | This tool is used for develop Website |
| Android Studio | This tool is used for develop Mobile App |
| MySQL | Team uses this tool to develop database |
| GitHub | Team uses this tool to storage document |
| SourceForge | This tool is used for store source code. |

TABLE 2.TOOLS, ENVIRONMENT AND INFRASTRUCTURE

1. **Configuration Management Process**

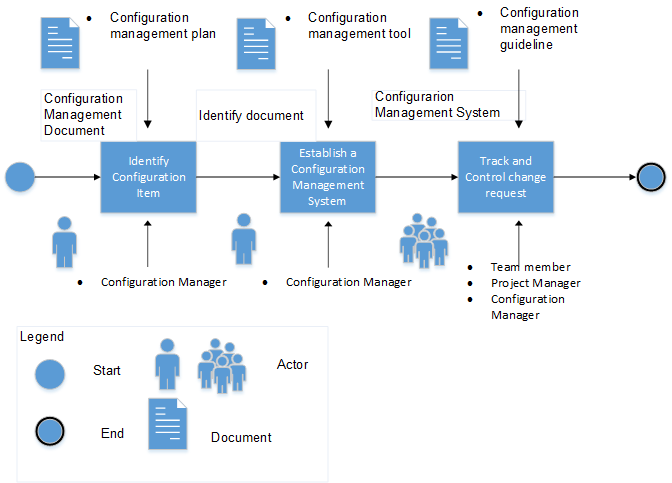
**3.1 Process Diagram** 

FIGURE 1.CONFIGURATION MANAGEMENT PROCESS

**3.2 Description**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No** | **Activity** | **Description** | **Input** | **Output** | **Role** |
| 1 | Identify Configuration Items | Identify configuration items for the project base on the measurement and plan in the previous activity. Result will be product and document identified. | Configuration Management Document | Product and document identify | Project Manager |
| 2 | Establish Configuration Management System | Establish configuration management system and record of the project | Product and document identify | Configuration Management System | Project Manager  and  Team member |
| 4 | Track and Control | Track and control configuration items of the project. | Configuration Management System |  | Project Manager  Team member and Configuration Manager |

TABLE 3. DESCRIPTION FOR CM PROCESS

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

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Category** | **CIs** | **Item List** |
| **1** | Document | Requirement | Name rule, font, size, color,content.  Revision.  In progress version (Ex: ver1.1, ver1.2 …)  Base line version (Ex:ver1.0,2.0,3.0…). |
| Architecture and Design |
| Implementation |
| Testing |
| Project Management |
| **2** | Drawing | Use case | Symbols for drawing |
| Class Diagram |
| Sequence Diagram |
| Context Diagram |
| **3** | Tool | Develop | Subline text, Xampp,Android Studio |
| Draw | Microsoft Visio |
| Create Document | Microsoft Word, Excel |
| Management | Microsoft Project, Mindjet, Excel |

TABLE 4. CONFIGURATION ITEMS

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

|  |  |  |
| --- | --- | --- |
| **No.** | **Process Name** | **Process code** |
| 1 | Project Plan | PL |
| 2 | Quality Management | QM |
| 3 | Requirement | RE |
| 4 | Architecture | AR |
| 5 | Detail Design | DD |
| 6 | Implementation | IM |
| 7 | Testing | TE |
| 8 | Communication Management | CoM |
| 9 | Configuration Management | CM |
| 10 | Change Management | ChM |
| 11 | Risk Management | RM |

TABLE 5. DOCUMENT NAME CODE

***<Name of document> = <Acronym of project>\_<Code>\_<Name>\_<X.X>***

* ***“Acronym of project”*** is name of project
* ***“Code”*** is name code of document
* ***“Name***” is the name of document
* ***“X.X”*** is version of documentation: v0.1, v0.2…

Ex: Name of configuration management plan document of ECB project:

**ECB\_PM\_ConfigurationManagerment\_Ver1.0**

Note: Name rules for the meeting minute and time log:

* Meeting minute with customer:

**ECB\_MeetingMinutes\_Customer**

* Meeting with mentor:

**ECB\_MeetingMinutes\_Mentor**

* Meeting with team:

**ECB\_MeetingMinutes\_Team**

Time log:

**ECB\_Timelog\_<FirstName><LastName>**

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

|  |  |
| --- | --- |
| **Component** | **Regulations** |
| Font | Arial/Arial(Body) |
| Type | * Title: * Size 28 * Font: Arial/Arial(Body) * Font style: Bold * Font color: White * Header level 1: * Size 14 * Font: Arial/Arial(Body) * Font style: Bold * Font color: Red * Header level 2: * Size 12 * Font: Arial/Arial(Body) * Font style: Bold * Font color: Red * Header level 3: * Size 12 * Font: Arial/Arial(Body) * Font style: Bold * Font color: Red * Header level 4: * Size 12 * Font: Arial/Arial(Body) * Font style: Bold * Font color: Red |
| Table | * Column Header: * Fill color: Dark Red * Size: 12 * Font color: White * Font style: Bold * Position: Align Left * Cell: * Fill color: No color * Size: 12 * Font color: Black |
| Header | * As header of this document |
| Footer | * As footer of this document |

TABLE 6.DESCRIBED FOR WORD DOCUMENTS

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

|  |  |
| --- | --- |
| **Component** | **Regulations** |
| Font | * Arial |
| Column header | * Fill color (background): Dark Red * Size: 12 * Font color: White * Position: Align Left |
| Cell | * Fill color (background): No Fill * Size: 12 * Font color: Black |

TABLE 7.DESCRIBED FOR EXCEL DOCUMENTS

* + 1. **Symbols for drawing process**

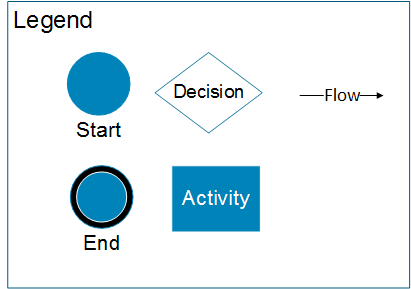
****

FIGURE 2. SYMBOLS FOR DRAWING PROCESS

* + 1. **Process Submit document on repository**

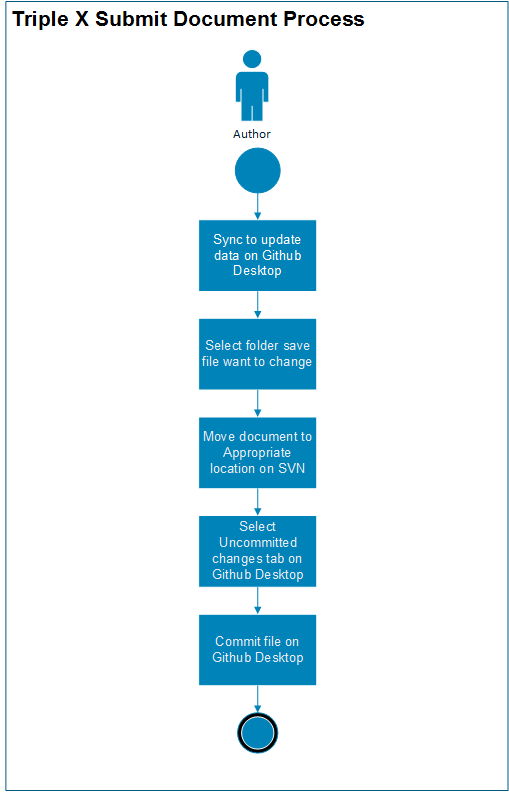
****

FIGURE 3.PROCESS SUBMIT DOCUMENT

* + 1. **Process make change document on SVN**

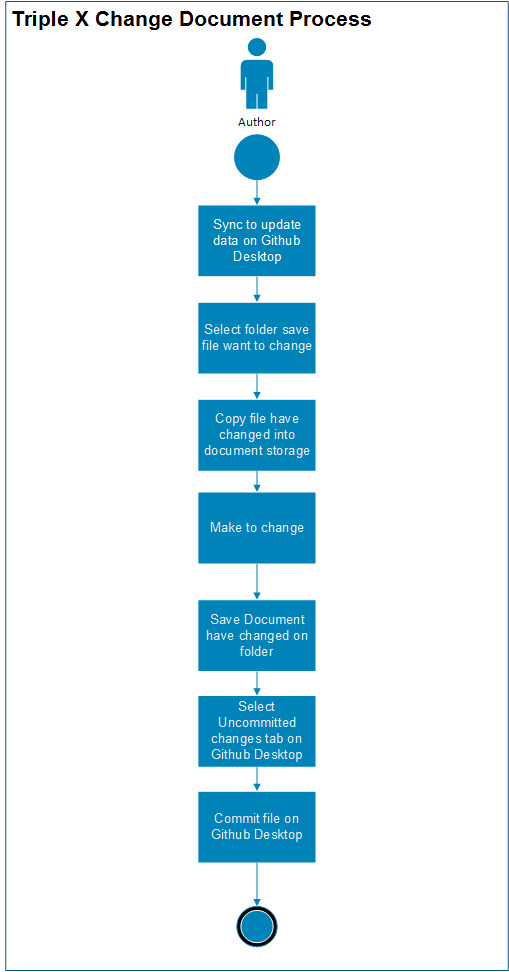
****

FIGURE 4.PROCESS MAKE CHANGE DOCUMENT

* + 1. **Tool for access to repository**

|  |  |
| --- | --- |
| Criteria | Description |
| GitHub SVN | When member commit or update document to repository, they will use SVN Github. |
| Source Force sever | Place data will access |

TABLE 8.TOOL FOR ACCESS TO REPOSITORY

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

|  |  |
| --- | --- |
| **Criteria** | **Description** |
| Name | GithubSVN-Ver-3.3.4 |
| URL | <https://github.com/vanphan1307/TripleX/> |
| Username | Van Phan  Nhuan Tran  Qui Ngo  Thang Nguyen  Tan Huynh |
| Password | Use password of account member |

TABLE 9.DOCUMENT AND SOURCE CODE REPOSITORY

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

|  |  |
| --- | --- |
| Name | Description |
| Microsoft office 2010- 2013 | Use to create/ edit document |
| Microsoft Visio 2010- 2013 | Use to create/ edit document |
| Microsoft Project 2010- 2013 | Use to create/ edit document |

TABLE 10.TOOLS FOR EDITING DOCUMENTS

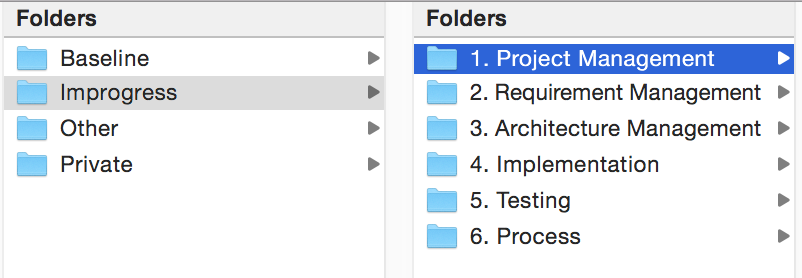
* + 1. **Organize folders to store document**
* **Folder for General**

FIGURE 5.FOLDER FOR GENERAL

* **Folder for Private**

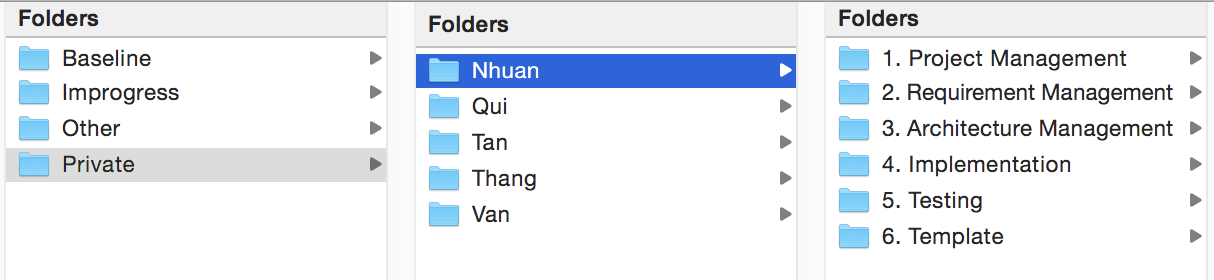


FIGURE 6.FOLDER FOR PRIVATE

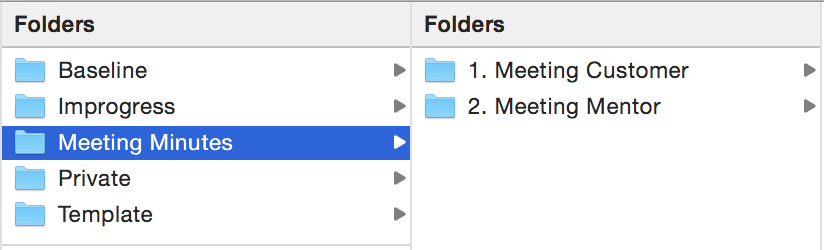
* **Folder for Meeting minutes and template**

FIGURE 7. FOLDER FOR MEETING MINUTE AND TEMPLATE

1. **Configuration Auditing/Reporting**

If user wants to track, measure or view report in SVN server, user chooses Show log feature:

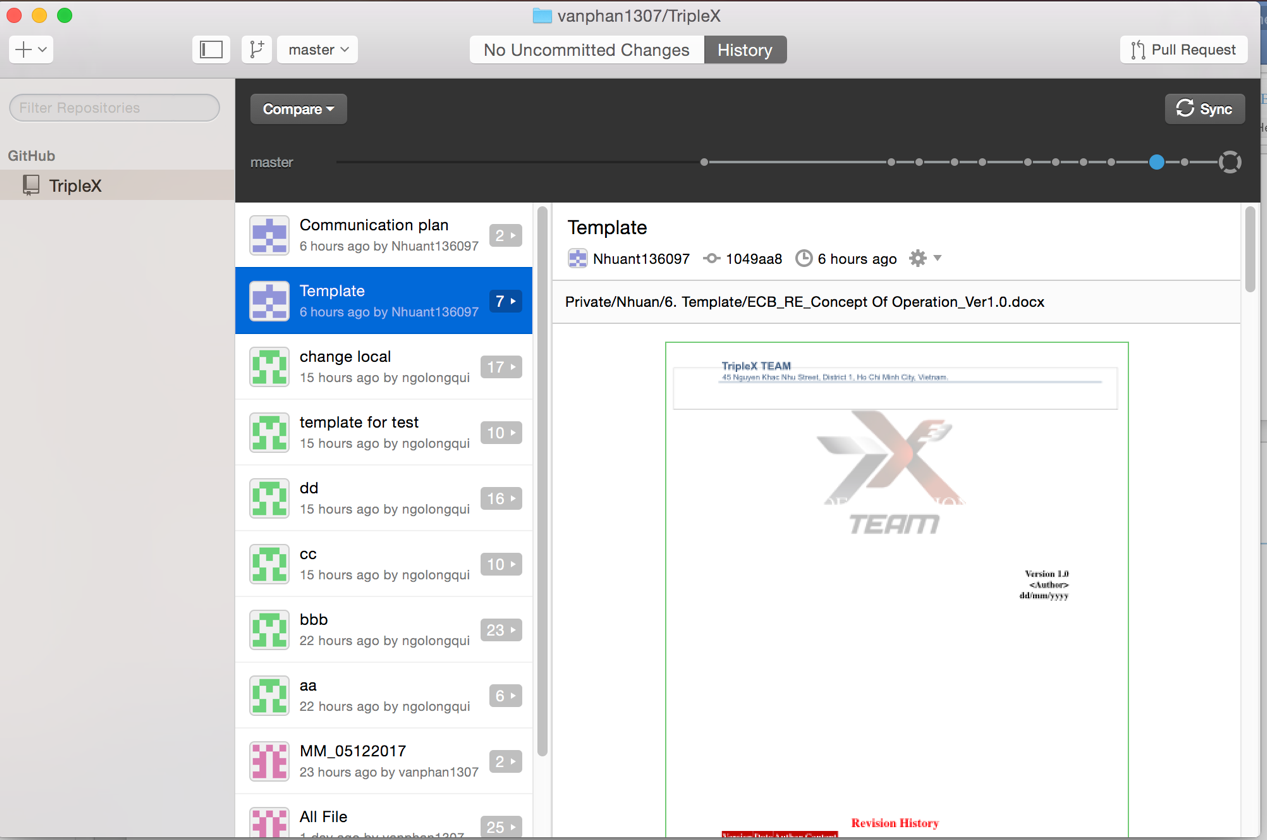
* For viewing who submit or modify document on SVN follow History

FIGURE 8. HISTORY ON SVN

1. **Reference**

Capstone K18 1st and 2nd