

Configuration Management Plan

Project Name

**DOCUMENT DISTRIBUTION AND REVIEW HISTORY**

**Change Record**

| Date | Author | Version | Change Reference |
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**Distribution**

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1. Document Purpose

This plan is the basis for identifying the appropriate access permissions for all employees in the project and to maintain the integrity of work products throughout the implementation of the lifecycle of the project.

1. REFERENCES

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| --- | --- |
| Document Name | Version |
| CMMI Process Life Cycle | Process Asset Library Version |
|  |  |

1. Configuration items and their Identification
   1. Controlled Configurable Items

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Configurable Item** | **Naming Convention** | **Storage Location** | **Baseline Criteria** | **Phase** |
| Statement of work | < Project Code>\_ Statement of work | $/<Project work space>/ Project Management | - Sign off from PMO and DEV. managers | Envision |
| Customer Requirements | < Project Code>\_ Customer Requirements | $/<Project work space>/ Requirement | - Statement of work is baselined and archived.  - Customer Requirements is sign off from Project Manager, DEV. Manager and Customer. | Envision |
| Service Level Agreement | < Project Code>\_ Service Level Agreement | $/<Project work space>/ Project Management | - Statement of work and Customer Requirements are baselined and archived.  - Service Level Agreement is sign off from Project Manager and Customer. | Envision |
| Project Charter | < Project Code>\_ Project Charter | $/<Project work space>/ Project Management | - Statement of work, Customer Requirements and Service Level Agreement are baselined and archived.  - Project Charter is sign off from Project Manager and Customer. | Envision |
| Business Case | < Project Code>\_ Business Case | $/<Project work space>/ Project Management | - Statement of work, Customer Requirements, Service Level Agreement and Project Charter are baselined and archived.  - Base line work not exceed Estimated Total Hours of Effort +/- 20% | Envision |
| Project Plan | < Project Code>\_ Project Plan | $/<Project work space>/ Project Management | - Statement of work, Customer Requirements, Service Level Agreement, Project Charter and Business Case are baselined and archived  - Project Plan is sign off from PM, Planning Manager and DEV. Manager | Envision |
| Configuration Management Plan | < Project Code>\_ CM Plan | $/<Project work space>/ CM | - Statement of work, Customer Requirements, Service Level Agreement, Project Charter, Business Case and Project Plan are baselined and archived  - CM plan is sign off from Configuration Controller and PM | Envision |
| Requirements List | N/A | TFS tool | - Statement of work, Customer Requirements, Service Level Agreement, Project Charter, Business Case and Project Plan are baselined and archived  - Task Review Customer Requirements on TFS is closed | Envision |
| Architecture | < Project Code>\_ Graphic Design Package | $/<Project work space>/Architecture | - Envision phase closed | Design |
| UI Branding | < Project Code>\_ UI Branding | $/<Project work space>/ Design | - Architecture is sign off from Architecture Team and PM | Design |
| Design the Solution | < Project Code>\_ Design the Solution | $/<Project work space>/ Design | - Architecture is sign off from Architecture Team and PM | Design |
| Test Plan | < Project Code>\_ Test Plan | $/<Project work space>/ Testing | - Envision phase closed | Design |
| Test Cases List | N/A | TFS tool | - Design phase closed | Build |
| Main (Source Code) | N/A | $/<Project work space>/ DEV\_SourceCode | - Design phase closed  - Completing Unit Test  - Completing Code review | Build |
| User Manual | N/A | $/<Project work space>/ Project Management | - Completing Test  - Completing Code review | Build |
| Defect Analysis Report | N/A | $/<Project work space>/ PPQA | * Closing Build phase | Deliver |
| Project Closing Certificate | < Project Code>\_ Project Closing Certificate | $/<Project work space>/ Project Management | - All Phases is baselined and archived. | Deliver |

* 1. MANAGED CONFIGURABLE Items

| **Configurable Item** | **Naming Convention** | **Storage Location** | **Baseline Criteria** | **Baseline Label** |
| --- | --- | --- | --- | --- |
| Project Schedule | < Project Code>\_ Project Schedule | $/<Project work space>/ Project Management | - After business case we will have new Base Line  - After Approved Change Request we will have Base Line | N/A |
| Change Requests | N/A | TFS Tool | * If the effort more than 5% must approval from top management (only PM approval) | N/A |
| Issues | N/A | TFS Tool | N/A | N/A |
| Reviews | N/A | TFS Tool | N/A | N/A |
| Risk lists | N/A | TFS Tool | N/A | N/A |
| Software project Status Report | N/A | $/<Project work space>/ Project Management/ Status Report | N/A | N/A |
| Tasks | N/A | TFS Tool | N/A | N/A |
| Configuration Audit Report | N/A | $/<Project work space>/ CM | N/A | N/A |
| Process Audit Report | N/A | $/<Project work space>/ PPQA | N/A | N/A |
| Source Control | N/A | TFS Tool | N/A | N/A |
| User Acceptance Test | N/A | TFS Tool | N/A | N/A |
| Work Space | N/A | TFS Tool | N/A | N/A |

1. Source Control folders Access Permission :

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Folder** | | **Add** | **Edit** | **Delete** | **Read** |
| 1 | Architecture | Architect | | | Top Management  All project team |
| 2 | CM | Configuration Controller | | |
| 3 | Design | Designer | | |
| 4 | Development | Developer | | |
| 5 | PPQA | PPQA Auditor | | |
| 6 | Project Management | Project Manager | | |
| 7 | Release | Developer | | |
| 8 | Req | Project Manager | | |
| 9 | Testing | Tester | | |

1. Baselines Approval Sheet

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| --- |
| **Version** |
| **[1]**  **Configuration Controller** | **[2]**  **Project Manager** |
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