TO: SOFTWARE ENGINEERING TEAMS

FROM: SOFTWARE ENGINEERING GUIDANCE TEAM

SUBJECT: SOFTWARE CONFIGURATION MANAGEMENT

DATE: JANUARY 25, 2012

Software configuration management is an essential aspect of software quality assurance. To assist you in defining a process for software configuration management (SCM) in this course, the Guidance Team is asking you to complete a software configuration management plan. During your final presentation, we will refer back to this document.

The document should contain the following sections:

1. **Introduction:**
    This section gives introductory information regarding the project and the software configuration management plan. Identify the project. Describe the purpose of the software configuration management plan. Indicate what the document contains and who the intended audience is. Describe the sections of the document.

2. **Software configuration identification:**
    This section provides labels for the baselines and their updates.

3. **Software configuration control:**
    Provide a detailed mechanism for preparing, evaluating, and approving or disapproving all change proposals to the configuration items throughout the life cycle. The purpose of this section is to identify what mechanisms will be used to control access to items in the configuration in order to prevent unauthorized updates and collisions between team members working on the system simultaneously.

4. **Software configuration auditing:**
    Provide a mechanism for determining the degree to which the current configuration of the software system mirrors the software system pictured in the baseline and the requirements documentation.

The Software Configuration Management plan is due **February 2, 2012, 11:59 PM.** The individual taking the lead for this document is the V&V. The SCM plan will be evaluate using the following grading criteria.

Configuration Management Plan Grading Criteria
CS 4311
Spring 2012

Grading Criteria: Completeness, Correctness, and Consistency	Checklist
10 pts.	Introduction ❑ Project Overview ❑ Purpose and Intended Audience ❑ References ❑ Overview of Document
25 pts.	Software Configuration Identification ❑ Naming convention for Items ❑ Directory Structure ❑ Backup plan is complete ❑ Processes to manage above items is described in detail
40 pts.	Software Configuration Control ❑ Documentation and Process to control changes ❑ Configuration Control Board identified and approval process defined ❑ Detail process description is given on change control ❑ Configuration Manager identified ❑ Baseline creation ❑ Check in/out procedures described
20 pts.	Software Configuration Auditing ☐ Process is described ☐ Responsible parties identified ☐ Related documentation is described
5 pts.	Organization /Grammar /Presentation