

[TYPE THE COMPANY NAME]

<Project Name> Configuration Management/Data Management Plan

Written By:

Approved By:

4/28/2011

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PURPOSE

This CM/DM plan will define how the XYZ project will manage the configuration of the project documentation and the product being developed. All items to be placed under configuration or data control will be identified. The level to which each item is controlled or managed will also be identified. Processes for applying changes to items that have been baselined will be defined.

SCOPE AND APPLICABILITY

The CM/DM Plan controls all CM/DM activities during the development and maintenances of XYZ.

REFERENCE

Description	Location
Organization's Set of Standard Processes (OSSP)	Found on the ABC Home Page in ... The CM Policy can be found in section 9.6 of the OSSP.
Organization Goals and Objectives	Document that lists all of the ABC Organization Goals and Objectives. It also shows which objectives support which goals. This document can be found on the ABC Home Page in
ABC Measurement Plan	The ABC Measurement Plan. All measurements that support all objectives can be found in this document. This document can be found on the ABC Home Page in
Configuration Management Plan	This plan follows the outline detailed in the Configuration Management / Data Management Plan
OSSP-PM-45 Configuration Management	The Configuration Management process
OSSP-PM-44 Holding CCBs	The Configuration Control Boards (CCBs) process.

RESPONSIBILITIES

All project responsibilities for CM/DM Activities are defined in the Stakeholder Involvement Plan. Section 7.0 lists all stakeholders. Section 8.0 lists all their responsibilities. The responsibilities unique to Project Management can be found under the area marked as “Configuration Mgmt.”

CCB MEMBERS

The voting members of the CCB are:

Project Manager (CCB Chair)

Senior Manager

Products Process Manager

Corporate Quality Assurance Representative

PERFORMANCE GOALS & OBJECTIVES

The objectives for the CM/DM Plan can be found in the ABC Organization Goals and Objectives document. The objectives that apply to the CM/DM Plan are objectives 3 and 12. The goals that are supported by those objectives can also be found in the ABC Organization Goals and Objectives document on the “Objectives & Goal Support” tab.

DEPENDENCIES

The following components within the CM/DM system must be defined for XYZ for the project to begin a lifecycle stage.

PRODUCT LIBRARY DEPENDENCIES

The Product Library must be created in Visual Source Safe (VSS) by the Lead Developer before the first build can occur.

PROJECT LIBRARY DEPENDENCIES

The Project Library already exists in the Products site on ... for XYZ. Therefore there are no dependencies.

RESOURCES & TOOLS

RESOURCES

The following CM/DM activities will be charged to the charge codes indicated below:

Charge Codes				
Activity	Acct.	Org.	Project	Description
CM/DM Product Audit before IV&V Build	8.9324	DEV	8.200	XYZ – Integration Test
CM/DM Product Audit before System Build	8.9324	DEV	8.110	XYZ – System Test
CM/DM Audit of Documents before Project Reviews	8.9324	DEV	8.120	XYZ – Project Management
CM/DM Independent Audit by PPQA	8.9324	QA	8.115	XYZ – PPQA

At the manager’s discretion, additional charge codes may be assigned for other CM/DM activities.

TOOLS

The following tools will be used during the development and maintenance of XYZ.

PRODUCT LIBRARY

The Product Library will be defined in VSS. The VSS configuration file that defines All XYZ project information can be found in the folder K:\vss\projects\XYZ. The configuration file name is srcsafe.ini. A v2.0 folder will exist in the XYZ library in VSS. This v2.0 folder will contain all product objects that will be delivered to the build.

PROJECT LIBRARY

The project library is defined in SharePoint on the ABC Site home page. The v2.0 area is located at the top of the versions under the XYZ project. The v2.0 area contains two sub-folders; “Controlled” and “Project Records.” The “Controlled” subfolder will contain all project documentation that is controlled, meaning it must be reviewed and approved by the CCB before the document can be used. Once the document is approved it is marked as “BASELINED” in the comments. The “Project Records” folder will contain all project files that are not controlled. These will generally be working documents such as the Risk Database, Meeting Minutes, Project Review files, etc.

SKILLS AND TRAINING

Section 7.0 lists all tools and skills required for performing CM/DM. All of the members of the ABC Organization are intimately familiar with the use and operations of these tools and therefore no training is required. If a new member of the team is added during XYZ development they must be trained on all of these tools. The ABC Organization will bear the cost of the training (time will be charged to the ABC Organization overhead training charge number; Account=7.749 Org=DEV) except where indicated.

PROJECT TOOLS

It will be necessary for all project members to have knowledge on the following tools.

SharePoint Site in ... – The Project Library

VSS – The Product Library

All members of the ABC Organization worked on XYZ v1.0. All of these tools were used on XYZ v1.0.

CM/DM PROCESS

The entire XYZ staff used the CM/DM Processes OSSP-PM-44 & OSSP-PM-45 and should be familiar with these processes. However, these processes will be reviewed with the entire staff before or during the very early stages of Analysis. This review will be in a formal meeting with the entire staff.

CM/DM PLAN (THIS DOCUMENT)

The entire XYZ staff will review the CM/DM Plan (this document) before or during the very early stages of Analysis. This review will be in a formal meeting with the entire staff. The XYZ project will bear the cost of this review/training.

CONTROL OF WORK PRODUCTS

The control of all work products associated with the CM/DM Plan and all other areas of the project are discussed in detail in section 12.2 through 12.4 below. The following documents are part of the CM/DM system.

The CM/DM Plan – PROC-PM-280 (this document). It is one of the plans referred to in the Project Plans Matrix PROC-PM-005.

STAKEHOLDERS

Stakeholders for the CM/DM Plan can be found in the Stakeholder Involvement Plan. Refer to the CM/DM Activities rows to find all relevant stakeholders and their involvement.

MEASUREMENTS, MONITORING, AND CONTROLS

The ABC Organization has several objectives that support the Products Goals. The Goals, objectives, and measurements that support each objective are listed in the “ABC Organization Goals and Objectives” document. All measurements that support each objective can be found in the “Measurement Plan” in Appendix A. How each measurement is gathered, monitored, used to control the project, and used to control the process can also be found in Appendix A. Measurements for objectives 3 and 12 support the CM/DM Plan.

CM/DM PLAN DETAILS

CM/DM SETUP

The Project Library and Product Library are already set up for XYZ. The Product Library will need to be set up before a build can occur as defined in section 6.1 above.

IDENTIFICATION & CONTROL OF DATA ITEMS

All controlled documents/objects and significant data items are identified in this section. The level of control placed on a document/object is also shown. Activities that must occur before a document/object can be baselined are defined in section 12.3 below. The level of change control that will be placed on each document/object is defined in section 12.4 below.

Document/Object	Levels of Configuration Control				
	C1	C2	C3	C4	C5
Assumptions Constraints & Commitments				X	
Build Reports				X	
Build Object List				X	
Build Checklist				X	
Build Authorization Notices				X	
Decision Documents – PROC-PM-211 (all)				X	
Detailed Design – PROC-PM-110	X				
Development Standards				X	
Documentation (Online Help)		X			
Error and Warning Messages				X	
Estimates				X	
External ICDs (PROC-PM-080) – if any defined	X				
Meeting Minutes				X	
Product Source Code and Objects		X			
Program Flow Diagram				X	
Project Authorization Form					X
Project Plans identified in Project Plans Matrix – PROC-PM-005	X				
Project Plans Matrix – PROC-PM-005	X				
Project Reviews				X	
Project Tools – PROC-PM-030				X	
QA Audit Reports/Checklists				X	
QA Status Worksheet – PROC-PM-180				X	
Release Checklist				X	
Requirements Detailed – PROC-PM-090	X				
Operational and Functional Requirements – PROC-PM-090	X				
Requirements Traceability Matrix		X			
Risk Database				X	
Schedule			X		
Task List – PROC-PM-140			X		

Document/Object	Levels of Configuration Control				
	C1	C2	C3	C4	C5
Test Procedures		X			
Test Reports (executed Test Procedures)				X	
Unit Tests and Messages (CR#96)				X	
Work Breakdown Structure	X				

The following table provides a summary of Level of Control, Baseline Criteria, Change Control, and Verification Method. Details for this summary are available from the sections below:

Level of Configuration Control		C1	C2	C3	C4	C5
Baseline Criteria	Baselined	X	X	X		
	... Controlled	X		X		
	... Project Records				X	X
	SourceSafe		X			
Change Control	CR	X	X	Only for Add or Remove		
	DR		X			
Verification Method/Type of Review	Formal	X	X	X		
	Informal				X	X

Note: At the direction of the project manager, additional documents can be placed in the Project Records directory and placed under C3 level of control.

BASELINE CRITERIA

The baselined criterion for each level of control is defined below.

Level of Configuration Control	Baseline Criteria
C1	Documents must be reviewed according to the process "OSSP-PM-04 Document Review Meetings." Action items will be recorded in CTS. The document will be baselined once all action items of priority 1 & 2 have been closed. Documents located in ... can be saved in the Controlled directory before they have been baselined. Once all priority 1 & 2 action items have been closed the document should be saved with a comment "BASELINED" in
C2	All documents saved in ... will follow the same baseline criteria as listed in C1 above. All source code and objects must be reviewed by peers of the developer, according to the process "OSSP-PM-04 Document Review Meetings." Action items will be recorded in CTS. The source code/object will be baselined once all action items of priority 1 & 2 have been closed. Once baselined the product source code and objects are delivered to the build SourceSafe library.
C3	Documents must be reviewed according to the process "OSSP-PM-04 Document Review Meetings." Action items will be recorded in CTS. The document will be baselined once all

Level of Configuration Control	Baseline Criteria
	action items of priority 1 & 2 have been closed. Documents located in ... can be saved in the Controlled directory before they have been baselined. Once all priority 1 & 2 action items have been closed the document should be saved with a comment "BASELINED" in
C4	Documents are informally reviewed but are not baselined.
C5	Documents are informally reviewed but are not baselined.

CHANGE CONTROL

The change control placed on each level of control is defined below.

Level of Configuration Control	Change Control
C1	Once baselined the document must have an approved CR to be modified. When the document is modified the CR number must be saved in the comment line on.... The lines that are modified by the CR must also be commented with the CR number. After the changes have been applied to all documents listed in the CR it can be closed. After the CR has been closed it should be verified by another person. Verification will insure that all documents referenced in the CR have been changed as indicated in the CR.
C2	Once baselined the document or source code object must have an approved CR or a DR to be modified. When the document or source object is saved back into their library the associated CR or DR number must be saved in the library comment line. The lines changed in the document or source code object by the CR or DR should also be marked with the associated CR and/or DR number.
C3	Once baselined the document may be modified without a CR to update the status of the document or to move a task assignment from one developer to another. The addition of a task or the removal of a task will require a CR and all activities associated with a CR described in Level of Control "C1" above must occur.
C4	The document is saved in SharePoint and is not controlled via the CR process. SharePoint saves multiple versions of the document and if desired it will be possible to fall back to an earlier version of the document. A SharePoint comment must be supplied describing the nature of the change when the document is changed in SharePoint.
C5	The document is not controlled via the CR or DR process. Each time the document is modified it should be "electronically signed" by placing a comment "Approved Changes" in the SharePoint comment. The user id that saved the document will be logged in the version history giving proof that the document was approved by the individual.

VERIFICATION METHODS

The Verification Methods applied on each level of control are defined below.

Level of Configuration Control	Verification Methods
C1	<p>The documents are formally reviewed before they are baselined according to process "OSSP-PM-04 Document Review Meetings." No additional verification is performed on these documents.</p> <p>Criteria for Completion:</p> <p>The documents will be considered complete and eligible for being baselined once all action items of priority 1 and 2 have been closed.</p>
C2	<p>All documents saved in ... will follow the same Verification Methods and Criteria for Completion as listed in C1 above.</p> <p>All source code and objects must be reviewed by peers of the developer, according to the process "OSSP-PM-04 Document Review Meetings." Once the source code and object have been baselined they can be delivered to the Product Library where they are integrated into the next build. Once built they are formally tested with test procedures that have also been formally reviewed and baselined.</p> <p>Criteria for Completion:</p> <p>The source code will be considered complete and eligible for being baselined once all action items of priority 1 and 2 have been closed. Additionally they shall be considered successfully tested once all DRs have been closed. At the project manager's discretion, the system may be delivered with open Frs. However, all DRs of priority 1 and criticality of High must be closed. All priority 1 DRs should have an acceptable work around.</p>
C3	<p>The documents are formally reviewed before they are baselined according to process "OSSP-PM-04 Document Review Meetings." No additional verification is performed on these documents.</p> <p>Criteria for Completion:</p> <p>The documents will be considered complete and eligible for being baselined once all action items of priority 1 and 2 have been closed.</p>
C4	Documents are informally reviewed but are not verified.
C5	Documents are informally reviewed but are not verified.

CONFIGURATION STATUS ACCOUNTING

The CR Tracking System (CRTS) is used to collect, track and report the status of CRs. CRs are entered using CRTS and updated as status changes. Several Reports can be generated which summarize the CRs for the project.

The status of all items in the Project Library, SharePoint/..., can be examined by viewing the document history log. When a document is baselined a comment containing "BASELINE" will appear in the SharePoint comment line. Every version after the baselined version must have an approved CR# in the comment line.

Objects will not be placed in the Product Library, VSS, until they are ready to be baselined. The status of all items in the Product Library can be examined by viewing the document history log in VSS. Each revision of an object must have DR # or an approved CR # in the comment line.

AUDITS AND REVIEWS

Configuration audits will be conducted to verify that the contents of the CM system are accurate. PPQA will audit the Configuration Management process, OSSP-PM-45 to insure that it is being followed.

Additionally the project manager will periodically check the Project Library to insure the staff is following the CM procedures defined in OSSP-PM-45. This review will at a minimum occur before each Project Review. The build department will also verify that all objects delivered to the build are expected or have a valid CR # or DR # authorizing them to be updated.

SCOPE MANAGEMENT

The scope of XYZ will be defined in the Detailed Requirements. Once the requirements have been reviewed and all priority 1 and 2 action items closed it will be baselined. Once baselined it will require an approved CR to modify the Detailed Requirements.

ORIGIN OF CHANGES

Every CR will include the words "Internal CR" or "External CR" in the CR Description field to identify the origination of the CR:

External CR will signify that the CR was written per a customer request: E.g. the customer wants to change/add/remove functionality in the application.

Internal CR will signify that the CR originated within the project team: E.g. we made an error and need to change something (Requirements, Design, etc) in order to fix the problem.