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# Eastern Illinois University

## EISE

### Configuration Management Plan

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**Prepared by:** Bill Witsman  
**Version:** 10.0  
**Create Date:** April 13, 2005  
**Approval Date:**  
**Last Revision Date:** December 17, 2009

**CM Analyst:**  
**Project Manager:** Bill Witsman

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## 1 Introduction

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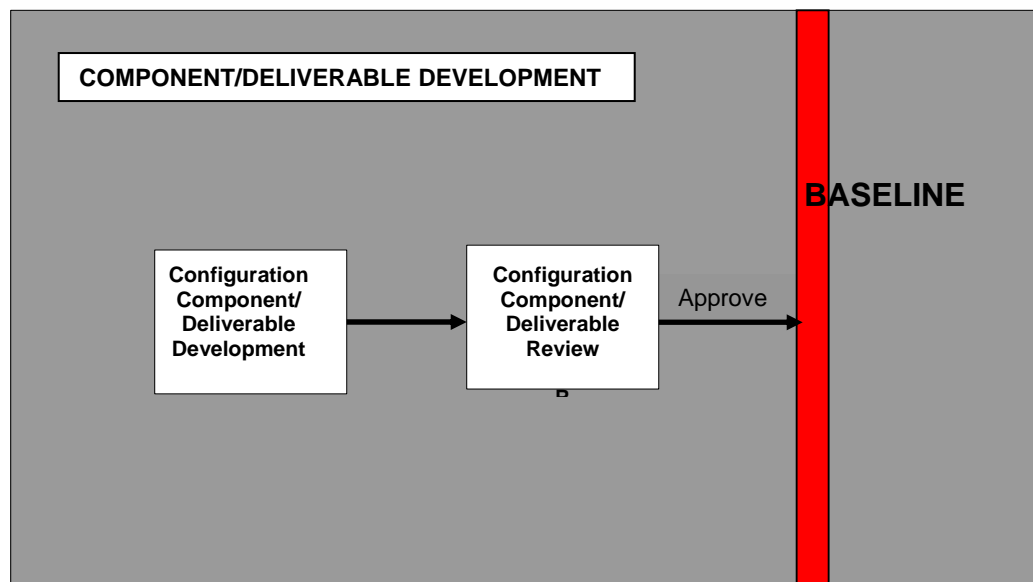
### 1.1 Purpose

The Configuration Management Plan (CM) outlines the process for documenting and managing changes to baseline project configuration components and deliverables throughout the project lifecycle of the Eastern Illinois University Banner Implementation Project. This includes the CM activities to be performed, the schedule and milestone dates, the assigned responsibilities, the resources required (including staff, tools, and facilities), and the configuration management procedures to be followed.

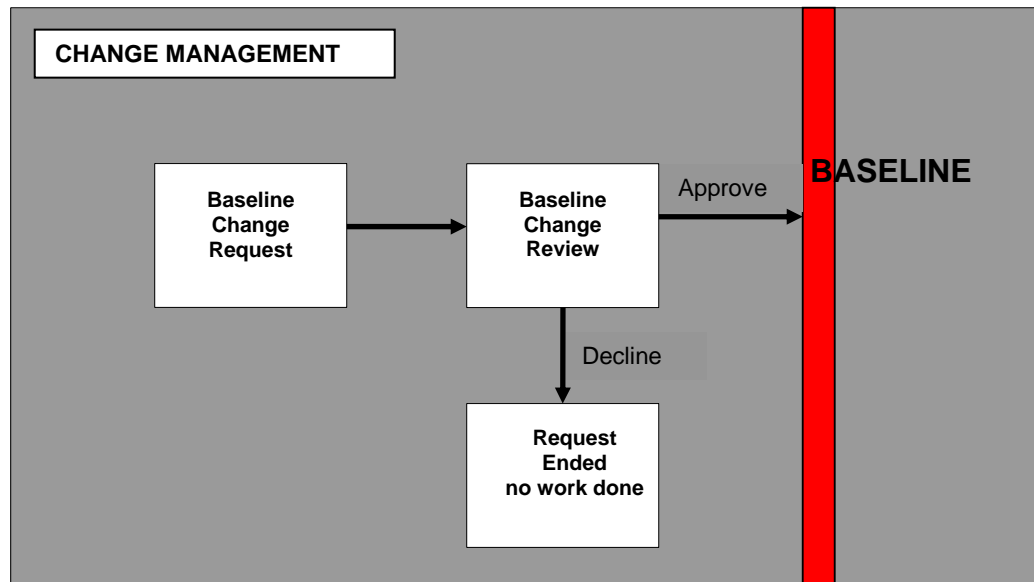
Baseline is defined by SSCT as:

(1) A specification or product that has been formally reviewed and agreed upon, that thereafter serves as the basis for further development, and that can be changed only through formal change control procedures. (2) A document or a set of such documents formally designated and fixed at a specific time during the life cycle of a configuration item. Note: Baselines, plus approved changes from those baselines, constitute the current configuration identification (3) Any agreement or result designated and fixed at a given time, from which changes require justification and approval.

In general, Configuration Management for this project will follow this model:



Once a configuration component or deliverable has been developed, reviewed and approved it becomes a baseline item.



In general, requests to change baseline items will be reviewed and if approved will become the new baseline item. If the change request is denied, then no work will be done.

## 1.2 Objectives

The objectives of the Configuration Management Plan for the Eastern Illinois University implementation Project are:

- To describe the configuration management activities to be performed
- To outline the schedule and milestone dates to be followed
- To adhere to the agreed upon SSCT Common Services Methodology (CSM) practices for configuration management.
- To ensure that the agreed upon practices for configuration management are in place and followed for the Eastern Illinois University Banner implementation project.
- To identify the deliverables under configuration management.
- To identify the physical location where deliverables (documents) are stored.
- To identify the naming conventions to be used for documents

## 1.3 Benefits

- The integrity of configuration units/items is maintained throughout the project life cycle.
- Changes are effectively controlled and managed throughout the project life cycle.
- Coordinating access to configuration units/items throughout the project life cycle reduces conflicts.
- Communication is improved via change control and CM status reporting.
- Historical information for configuration units/items is maintained over time.
- Quality is improved due to more effective configuration management.

## 1.4 History and/or Background

A detailed history of the EISE project is contained within the Project Definition Document.

## 1.5 Related Documents

Document Name	Description/Location
Project Definition Document	As noted in this document
Project Schedule	As noted in this document

## 2 Plan Scope

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The plan scope will list at a high-level what will be done and what will not be done (and why).

### 2.1 Configuration Identification

#### 2.1.1 General Information

The following list identifies the configuration items and/or units to be placed under configuration management. The items will hence forth be called “work products” which is defined as any major document critical to the success of the project and/or defined within the contract between SSCT and EIU.

1. Project Definition Document
2. Configuration Management Plan
3. Prioritized Services Requirements

#### 2.1.2 Identification Scheme

The following identification scheme for document names will be followed:

EIU-<document name>-<unique ID>-v<version>.<revision>.<ext>

- <document name> - is the name of the document (e.g., DataStandards, Agenda, Minutes)
- <unique ID> - should be one of the following or other appropriate two character abbreviation
  - AD = Advancement
  - CF = Cross Functional Collaboration Group
  - CM = Configuration Management Plan
  - DS = Data Standards Team
  - EC = Executive Committee

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FA = Financial Aid  
FI = Finance  
GE = General  
HR = Human Resource  
PD = Project Definition Document  
PM = Project Management  
RS = Reporting Standards Team  
SC = Steering Committee  
ST = Student  
TC = Technical  
TL = Team Leaders  
TR = Training

- **<version>** - is a sequential number identifying the version of the document (baseline is 10). Documents related to specific meetings or point in time events may use a date instead of version in the format of yyyyymmdd.
- **<revision>** - is a sequential number starting at zero ,identifying the revision within a major revision of the document.
- **<ext>** - refers to the type of document (doc is an MS Word document, xls is an MS Excel document, mpp is an MS Project document, etc.)

## 2.1.3 Common Document Name Examples

Type	Example	Description
Agenda	EIU-Agenda-FI-20040224.pdf	Finance Process Team Feb 02, 2004 meeting agenda
Status Report on Hardware upgrade	EIU-StatusHardwUpgrd-TC-20040215.pdf	Status of Hardware Upgrade from 02-15-2004
Data Standards Document	EIU-DataStan-GE-v4.0.pdf	Data Standards Document version 4.0

## 2.2 Eastern Illinois University CM Library System

The SSCT Project Manager will be responsible for storing all deliverables under configuration management for the Eastern Illinois University Banner Implementation Project in the SSCT Professional Services Project Tracking Database. The SSCT Professional Services Project Tracking Database is an Internet based SSCT repository used to store and maintain all project work products and deliverables.

EIU will store all current and past copies of approved documents in the project site repository which resides on a EIU network based server maintained by EIU ITS and the EIU Project Manager. Access privileges to the documents will be managed by the EIU Project Manager. Public access to the appropriate documents will be via the EISE web site. The repository is a common project management methodology used to keep track of all the project documents.

## 2.3 Record and Manage Change Requests

An appropriate work product database will be utilized to initiate, record, review, approve, and track Change Requests. Once Work Products and Technology Entities for the project have been approved and baselined, all future changes (not related to a defect) will require an approved Work Product Change Request or Technology Change Request in the database. Any client and/or third party changes could be included as appropriate within the scope of the project.

The process for initiating, documenting, estimating, and approving Change Requests is delineated in the "[Plan Procedures](#)" section of this plan.

## 2.4 Control Work Product Changes (Baselining)

Secure access procedures will be implemented and followed to ensure that changes to configuration units/items are coordinated and controlled. Once a configuration unit/item is baselined, typically at the end of the phase, no unauthorized changes will be made. The following baselines will be captured and documented for historical purposes.

- Scope Baseline – Once the Project Definition has been approved, future changes that affect the scope, schedule (time), cost or quality will require an authorized Change Request.
- Project Work Products – Once the project’s Work Products as defined and listed in 2.1.1 have been baselined, future changes require an authorized Change Request.

<b>Access Privileges to Work Products</b>
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Baseline Name	Baseline Components	Access Privileges*
Work Products	All work products created by the project that are typically printed (not programs) are stored in the project tracking database.	Project Manager – Create, Read, Update, Delete <ul style="list-style-type: none"> <li>▪ CRUD all documents.</li> <li>▪ Team Leaders – CRUD their own documents</li> <li>▪ All others – R</li> </ul>
Contractual Requirements	Typically these are the Contract and Statement of Work documents. They are agreed upon then signed by SunGard SSCT and the appropriate EIU officials. Original copies are stored in EIU Purchasing Office. Other copies will be made available upon request.	<ul style="list-style-type: none"> <li>▪ All team members – Read</li> </ul>
Source by Release	All of the source code and other software entities of the product(s) being installed.	<ul style="list-style-type: none"> <li>▪ Team members - As appropriate and determined by Project Manager.</li> <li>▪ ITS Technical staff - As appropriate for job duties.</li> </ul>

\*Use the following as a guide:

C – Create

R – Read  
U – Update  
D – Delete

## 2.5 **Audit CM**

An official Configuration Management Audit will not be scheduled for this project. During Quality Assurance assessments, SSCT Quality Assurance Analyst will verify correctness and integrity of work products when time allows and will document improvements/recommendations in the Process Tracking report. A separate audit report will not be produced.

## 2.6 **Perform CM Reporting**

CM activities (check out, check in, approvals, etc.) will be recorded in sufficient detail so that the content and status of each configuration item is known and previous versions can be recovered. The following standard reports, documenting the CM activities and contents of the project baseline, shall be developed and made available to affected groups and individuals:

<b>Report</b>	<b>Purpose/Content</b>	<b>Distribution List</b>	<b>When</b>
Change Request Summary	Indicates the status of all Change Requests.	Steering Committee, Team Leaders	Included with Project Status Report
Action Item Report	Documents Action Items and status	Steering Committee, Team Leaders	Included with Project Status Report
Jeopardy Item Report	Documents Jeopardy Items and status	Steering Committee, Team Leaders	Included with Project Status Report
Issue Item Report	Documents Issues and status	Steering Committee, Team Leaders	Included with Project Status Report

## 2.7 **Exclusions**

EIU has chosen to use the procedures Configuration Management to control the following documents with one exception in the procedures. EIU Configuration Management for these documents will not require signoff by SSCT. All other procedures described in this document will be followed.

1. Quality Assurance Plan
2. Communication Plan
3. Organization Plan
4. Data Standards document
5. Report Standards document
6. Business Process Analysis deliverables
7. Other documents approved by the EISE Steering Committee to be under EIU Configuration Management.

BANNER software, database and tables, documentation, forms and reports are not defined as a Work Products of this implementation project and for the purpose of configuration management will not be considered a project deliverable. For the sake of

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this document Technology Entities will describe the SSCT delivered BANNER software, database and tables, documentation, forms and reports.

Any modifications to Technology Entities will follow nearly the same configuration management procedures as for the modifications to Work Products. The additional and unique procedures for Technology Entities are all underlined throughout this document. Eastern Illinois University has elected to strive for a vanilla implementation where possible. The process for requesting Technology Changes are addressed in configuration management even though it is not defined as a Work Product or project deliverable.

## 3 Plan Milestones and Duration

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Below are the major milestones or phases for the Configuration Management Plan. The public CM library is the Eastern Illinois University EISE project website. When a formal Change Request is created, an actual word document will be created and distributed to all the Steering Committee members and Team Leaders. SSCT will place the document in the project tracking database (PTDB) and the Eastern Illinois University will place their copy in the project site repository.

Milestone	Date
Complete CM Plan	July 2005
Approve CM Plan	July 2005
Build Eastern Illinois CM Library	July 2005
Build Change Request Repository	July 2005
Build Action Item Tracking Repository	July 2005
Build Jeopardy and Issue Tracking Repository	July 2005

## 4 Plan Budget

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There is no separate budget for the Configuration Management Plan. The CM Plan effort is charged to Project Management activities.

## 5 Assumptions Dependencies

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Assumptions and Dependencies are items that are being presumed and are potentially out of our control.

### 5.1 Assumptions

- SSCT and Eastern Illinois University will maintain distinct and separate CM libraries.
- No Change Requests will be executed without proper approvals.
- Any Change Request, Action Item, Jeopardy or Issue will be incorporated into the appropriate project plan and tied to the tracking identification.

- The CSM tools provided are adequate

## 5.2 Dependencies

### 5.2.1 Dependent Projects

See Project Definition Document.

### 5.2.2 Dependent Resources

See Project Definition Document.

## 6 Plan Risks

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The table below contains the risks identified for the configuration management portion of this project. Contingency plans will be developed as needed. The follow approaches will be used in responding to risks and developing contingency plans:

- **Deflection** (transferring the risk to another party)
- **Control** (minimize the effect)
- **Retention** (accept the consequences)
- **Avoidance** (reject the risk; do nothing).

Risks identified during the project will be added to this section as well as the work products database. Anticipated project issues at the beginning of the project have been logged as risks. Risks can be escalated to Project Issues or Jeopardies after the project is initiated (See Identify and Resolve Issues and Identify and Resolve Jeopardies activities). If a risk becomes an issue or jeopardy, it will be designated as such below.

Probability of Occurrence, Estimated Project Impact, and Weight (described below) are one method of classifying risks.

Probability guidelines:

- |               |         |       |
|---------------|---------|-------|
| • Very Likely | 70-100% | A = 3 |
| • Probable    | 40-70%  | A = 2 |
| • Unlikely    | 0-40%   | A = 1 |

Impact guidelines for scope, cost, schedule, or quality

- |                |       |
|----------------|-------|
| • Catastrophic | B = 3 |
| • Critical     | B = 2 |
| • Marginal     | B = 1 |

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Risk	Probability of Occurrence (A)	Estimated Project Impact (B)	Weight B+(A-1)	Issue or Jeopardy Control No.	Mitigation Strategy	Contingency
Lack of time	2	1	2	RICM001	Control	Prioritize tasks and schedule time realistically
Requests are submitted directly to SSCT/EIU Technical Support staff, bypassing the Change Request Process	2	2	3	RICM002	Control	Instruct Technical Support Staff not to proceed with changes until properly authorized by the Steering Committee
Failure to follow CM Procedures	2	2	3	RICM003	Control	Review work products on a periodic basis
Inaccurate updating and tracking of documents	2	2	3	RICM004	Control	Explain CM Plan to all Project Team Leaders and its function. Periodic Reviews of work products

## 7 Plan Procedures

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### 7.1 Initiating Work Product Change Requests or Technology Change Requests

For the purpose of this project, once SSCT and EIU accept a work product, it will be baselined. (Refer to section 2.4 for baseline documents list.) Once a work product has its initial baseline set, that baseline will NOT be modified unless an authorized Work Product Change Request has been issued. The Document Report History section of each Work Product will be used to document changes against the baseline of that Work Product.

- Project Team or Committee members may submit a change request first to a Team Leader and if needed to a Steering Committee member.
- The Team Leader or Steering Committee member will review the request with the requestor to determine whether or not a Change Request should be initiated.
- If a Change Request is to be initiated, the Team Leader or Steering Committee member will work with the initiator, the EIU Project Manager, the SSCT Project Manager and any other appropriate parties to complete the Change Request form. The forms will include the following information:
  - Tracking identification
    - for Work Product Changes in the form
      - WC-<unique ID><three digit sequential number>
    - for Technology Changes in the form
      - TC-<unique ID><three digit sequential number>
    - <unique ID> from the identification section above
    - <three digit sequential number> is a sequential number starting at 1 for each WC-<unique ID> or TC-<unique ID> combination
  - Requestor – can not be anonymous
  - Date of request
  - Name and/or description of the work product to be changed OR Banner Module and Form
  - Description of current the portion of the Work Product affected or process, form, report, database table, or rule
  - Description of changes to the portion of the Work Product affected or process, form, report, database table, or rule
  - Justification for changes, i.e. process improvement, regulatory change, reduction in keying, more efficient screen navigation, data not currently retained, more accurate reporting
  - Dependencies, i.e. other areas that will be impacted by the change and thus must be consulted
  - Impacts upon the project as a whole including costs, resource usage, perceptions, etc.
  - The Objective(s) listed in the Project Definition Document that this change directly affects

- Any University policies or procedure changes required to implement this change. Be specific.
- Priority of the change, i.e. business critical; efficiency improvement – not business critical; process related – not business critical; nice to have; etc
- Team Leader or Steering Committee member approval and statement of advantages and constraints with this change

## 7.2 Review and Estimate Change Request

- After the Team Leader or Steering Committee Member completes and approves the Change Request, it will be submitted to the EIU Project Manager for review. The EIU Project Manager and the EIU ITS Associate Director for Information Systems will review requests to determine if a change to baseline Banner would be required.
- The EIU Project Manager will review the following:
  - Appropriateness of the Request, including justification and priority
  - If the Change Request should be incorporated into the initial project time line or into a later phase.
  - Completeness and Clarity of Request
  - Do other areas need to be involved in the review and approval process?
  - Identify potential impacts on EISE Project and dependent Project Plans.
  - Impact on schedule, costs and resources
- The EIU ITS Technical Staff will be responsible for estimating:
  - Level of effort required to implement the change
  - Number of resources needed for such an effort
  - Impact on schedule, costs and resources
- The EIU Project Manager will return the request to the initiator, Team Leader or Steering Committee member for clarification or rework if needed.
- The EIU Project Manager will prepare comments and suggested disposition of the Change Request for review by the Change Control Board and Update the Project Library.
- Normal software maintenance changes will be handled by the Associate Director for Information Systems and will not be processed through configuration management.
- Changes that are deemed an emergency and thus needed to be addressed prior to the next regularly scheduled Change Control Board meeting will be routed through email by the EIU Project Manager.
- This process will begin conservatively for all changes being processed through configuration management. The Steering Committee may choose to authorize the EIU Project Manager and Associate Director for Information Systems to address certain types of operational changes without configuration management if they would fall within Steering Committee defined parameters. This would be done to assist with expediting those and to reduce volumes presented to the Change Control Board.
- Any philosophical differences related to the category of the change, normal maintenance versus regular change, will be brought to the Change Control Board.

## 7.3 Submit and Approve Change Request

The EIU Project Manager will:

- Present recommendations to the Change Control Board for final disposition.
- If the request is approved, the EIU PM will incorporate the change into the appropriate planning documents and identify impact on the overall plan.
- If the request is approved as a future enhancement or activity, identify a time frame when the request will be completed.
- Update the Project Library.
- Inform the Steering Committee and all Project Team Leaders of final disposition.

## **7.4 Track and Report Change Request**

- All Work Product Change Requests and Technology Change Requests will be entered into the tracking database
- The status of all new or outstanding Change Requests will be included on monthly Project Status Reports.
- The tracking identification will be assigned and used as a reference
- Final disposition and status will be entered into the tracking database.

## **7.5 Control Work Product Changes (Baselining)**

Approved Work Product Change Requests or Technology Change Requests will be incorporated into the Project Plan. The tracking id assigned will be used to identify this new task in the plan. Plans will be updated periodically on an as needed basis with any request, modifications to scope, or other items. Reports will be generated from the project plan to clearly identify any impacts on schedule, resource allocation, and/or cost and reviewed with the Team Leaders and Steering Committee. The revisions will also be included in regular status reports. In addition to the project plan update, the status report should reflect a brief narrative statement of the impact on the plan of any requests that have been incorporated during the reporting period.

## **7.6 Record and Manage Action Items**

Action Items are generated from formal and informal meetings, videoconferences, conference calls, etc. Action Items from meetings will be documented in the meeting Agenda and Minutes as described in the Communication Plan. All Action Items will be tracked by the appropriate Team Leader. Action Items will contain the following information:

- Item identification in the form
  - AI<unique ID><three digit sequential number>
  - <unique ID> from the identification section above
  - <three digit sequential number> is a sequential number starting at 1 for each <unique ID>
- Description of the action item
- Owner/assigned to
- Target completion or resolution of the issue date
- Completion date/status

Action Items will be entered, updated, tracked and reported through the project Library.

## 7.7 Record and Manage Jeopardy Items

Jeopardy Items must be tied to an identified Risk documented in the Project Definition Document. If the Risk/Jeopardy is not in the Risk Matrix, the Matrix must be updated. The Jeopardy Item must be documented and include the following information:

- Item identification in the form
  - JI<unique ID><three digit sequential number>
  - <unique ID> from the identification section above
  - <three digit sequential number> is a sequential number starting at 1 for each <unique ID>
- Description
- Owner/assigned to
- Origination date
- Priority i.e. business critical; efficiency concern, not business critical; process related, critical to project or University perception, etc.
- Target completion or resolution of the issue date
- Completion date/status
- Reference to any the Project Definition Document Risk matrix item
- Impact assessment which relates this item to the Project Dimension Grid in the Project Definition document
- Reference to any other Project Definition Document information
- Action plan & assessment, potential or suggested resolution
- Alternative actions that could be taken
- Stakeholders/other interested parties
- Individuals responsible for execution/completion
- Approvals
- Comments

Depending on the priority level, Jeopardy Items may require review and approval by the Steering Committee. Jeopardy Items will be entered, updated, tracked and reported through the tracking database. New and outstanding Jeopardy Item reports will be included in the regularly scheduled status reports and individual task lists generated as needed.

## 7.8 Record and Manage Issues

Issues are items that are not covered under any of the other categories. The Issue must be documented and include the following information:

- Item identification in the form
  - IS<unique ID><three digit sequential number>
  - <unique ID> from the identification section above
  - <three digit sequential number> is a sequential number starting at 1 for each <unique ID>
- Description
- Owner/assigned to
- Origination date
- Priority, i.e. business critical; efficiency concern, not business critical; process related, critical to project or University perception, etc.

- Target completion or resolution of the issue date
- Completion date/status
- Impact assessment which relates this item to the Project Dimension Grid in the Project Definition document
- Reference to any other Project Definition Document information
- Action plan & assessment, potential or suggested resolution
- Alternative actions that could be taken
- Individuals responsible for execution/completion
- Stakeholders/other interested parties
- Individuals responsible for execution/completion
- Approvals
- Comments

Depending on the priority level, Issues may require review and approval by the Steering Committee. Issues will be entered, updated, tracked and reported through the tracking repository. New and outstanding Issue reports will be included in the regularly scheduled status reports and individual task lists generated as needed.

## 7.9 Perform CM Reporting

The Project Managers will be responsible for performing CM Reporting in conjunction with Project Status reporting

No separate CM Reports will be developed and distributed.

## 7.10 Build Project Deliverables

Not applicable.

# 8 Configuration Management Roles and Responsibilities

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This section deals with all people and/or departments that will participate in this project.

## 8.1 Configuration Management Team (CMT)

This is a high-level listing of key personnel responsible for Configuration Management related activities assigned to the project. The responsibilities of each resource should be clearly defined below.

Resource Type	Name	Responsibilities	% Committed
SSCT Project Manager		Responsible for preparation of the project's deliverables.	5%
CM Analyst		Responsible for executing and tracking all activities specified in the CM Plan.	10%
CM Manager		Responsible for overseeing CM Management activities and providing guidance to the CM	2%

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Resource Type	Name	Responsibilities	% Committed
		Analyst.	
EIU Project Manager	Bill Witsman	Responsible for preparation of the project's deliverables.	10%
EIU CM Database Admin.	Bill Witsman	Responsible for providing support during library setup.	2%

## 8.2 Change Control Board (CCB)

- Authorizes the establishment of project baselines and identification of configuration items.
- Represents the interests of the project manager and all groups who may be affected by changes to the project baselines.
- Reviews and authorizes changes to the project baselines.
- Authorizes the creation of deliverables from the project's baseline library.

Resource Type	Name	Responsibilities	% Committed
Project Manager	Bill Witsman	EIU EISE Project Manager	10%
QA Analyst/Mgr		SSCT quality assurance analyst	5%
Project Manager		SSCT Project Manager	5%
EIU Internal Auditing	Kathleen Moreno	EIU Internal Control Consultant as ex-official member	5%

## 8.3 CM Audit Team

See "Audit CM" section 2.5 of this document.

Resource Type	Name	Responsibilities	% Committed
QA Analyst			

## 9

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## 10 Approval to Proceed

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Specify the approvers in the work products database or list them here.

---

Name  
Title  
Date

---

Name Jeff Cooley  
Title VP Business Affairs– Project Sponsor  
Date

---

Name  
Title  
Date

---

Name Bill Witsman  
Title Project Manager  
Date

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Name  
Title  
Date

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Name  
Title  
Date

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Name  
Title  
Date

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Name  
Title  
Date

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## Document History

### Revision Record

Number	Date and Sections	Author	Notes
.2	04/12/2005		Updated Some Sungard SSCT provided information
10.0		EISE Steering Committee	Final draft approved by Project Sponsor and Steering Committee

## 11 Acronyms

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Acronym	Description
CCB	Change Control Board
CSM	Common Services Methodology
CI	Configuration Item
CM	Configuration Management
CU	Configuration Unit
IAT	Impact Analysis Team
MU	Market Unit
RPE	Request for Product Enhancement

## 12 Definitions

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Term	Definition
Baseline	(1) A specification or product that has been formally reviewed and agreed upon, that thereafter serves as the basis for further development, and that can be changed only through formal change control procedures. (2) A document or a set of such documents formally designated and fixed at a specific time during the life cycle of a configuration item. Note: Baselines, plus approved changes from those baselines, constitute the current configuration identification (3) Any agreement or result designated and fixed at a given time, from which changes require justification and approval.
Build	An operational version of a system or component that incorporates a specified subset of the capabilities that the final product will provide.
Configuration	(1) The arrangement of a computer system or component as defined by the number, nature, and interconnections of its constituent parts. (2) In configuration management, the functional and physical characteristics of hardware or software as set forth in technical documentation or achieved in a product. See also: configuration item.
Configuration Control	An element of configuration management, consisting of the evaluation, coordination, approval or disapproval, and implementation of changes to configuration items after formal establishment of their configuration identification. Syn: change control. Contrast with: configuration identification, configuration status accounting. See also: configuration control board.
Configuration Control Board	A group of people responsible for evaluating and approving or disapproving proposed changes to configuration items, and for ensuring implementation of approved changes. Syn: change control board. See also: configuration contro
Configuration Identification	(1) An element of configuration management, consisting of selecting the configuration items for a system and recording their functional and physical characteristics in technical documentation. Contrast with: configuration control, configuration status accounting. (2) The current approved technical documentation for a configuration item as set forth in specifications, drawings, associated lists, and documents referenced therein. See also: baseline, functional configuration identification.
Configuration Items	An aggregation of hardware, software, or both, that is designated for configuration management and treated as a single entity in the configuration management process. See also: configuration identification.
Configuration Management	A discipline applying technical and administrative direction and surveillance to: identify and document the functional and physical characteristics of a configuration item, control changes to those characteristics, record and report change processing and implementation status, and verify compliance with specified requirements. See

# Configuration Management Plan

	also: baseline, configuration identification.
Configuration Management Library System	The tools and procedures to access the contents of the software baseline library.
Configuration Status Accounting	An element of configuration management, consisting of the recording and reporting of information needed to manage a configuration effectively. This information includes a listing of the approved configuration identification, the status of proposed changes to the configuration, and the implementation status of approved changes. Contrast with: configuration control, configuration identification.
Configuration Units	The lowest level entity of a configuration item or component that can be placed into, and retrieved from, a configuration management library system.
Functional Configuration Audit	An audit conducted to verify that the development of a configuration item has been completed satisfactorily, that the item has achieved the performance and functional characteristics specified in the functional or allocated configuration identification, and that its operational and support documents are complete and satisfactory. See also: configuration management; physical configuration audit
Life Cycle	A collection of generally sequential phases whose name and number are determined by the control needs of the organization or organizations involved in the project.
Managed and Controlled	The process of identifying and defining software work products that are not part of a baseline and, therefore, are not placed under configuration management, but that must be controlled for the project to continue in a disciplined manner. "Managed and controlled" implies that the version of the work product in use at a given time (past or present) is known (i.e., version control), and changes are incorporated in a controlled manner (i.e., change control).
Physical Configuration Audit	An audit conducted to verify that a configuration item, as built, conforms to the technical documentation that defines it. See also: functional configuration audit.