



Dryden Flight Research Center  
Edwards, California 93523

DCP-P-017, Revision C-1  
Expires July 9, 2013

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# Dryden Centerwide Procedure

## Code P

# Configuration Change Process for Flight Project Critical Systems

(With changes 10-21-09)

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Electronically approved by  
Assistant Director for Management Systems

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## 1.0 PURPOSE OF DOCUMENT

This document describes how changes to aircraft and related system baselines are handled so that system and documentation configuration control is maintained.

## 2.0 PROCEDURE SCOPE & APPLICABILITY

**Scope:** This procedure applies to all aircraft systems and those ground systems that support the aircraft.

**Applicability:** This procedure applies to anyone who works on a Dryden flight project.

## 3.0 PROCEDURE OBJECTIVES, METRICS, & TREND ANALYSIS

**Objective:** Ensure proper handling of configuration change requests

**Target:** Zero major findings from audits and assessments

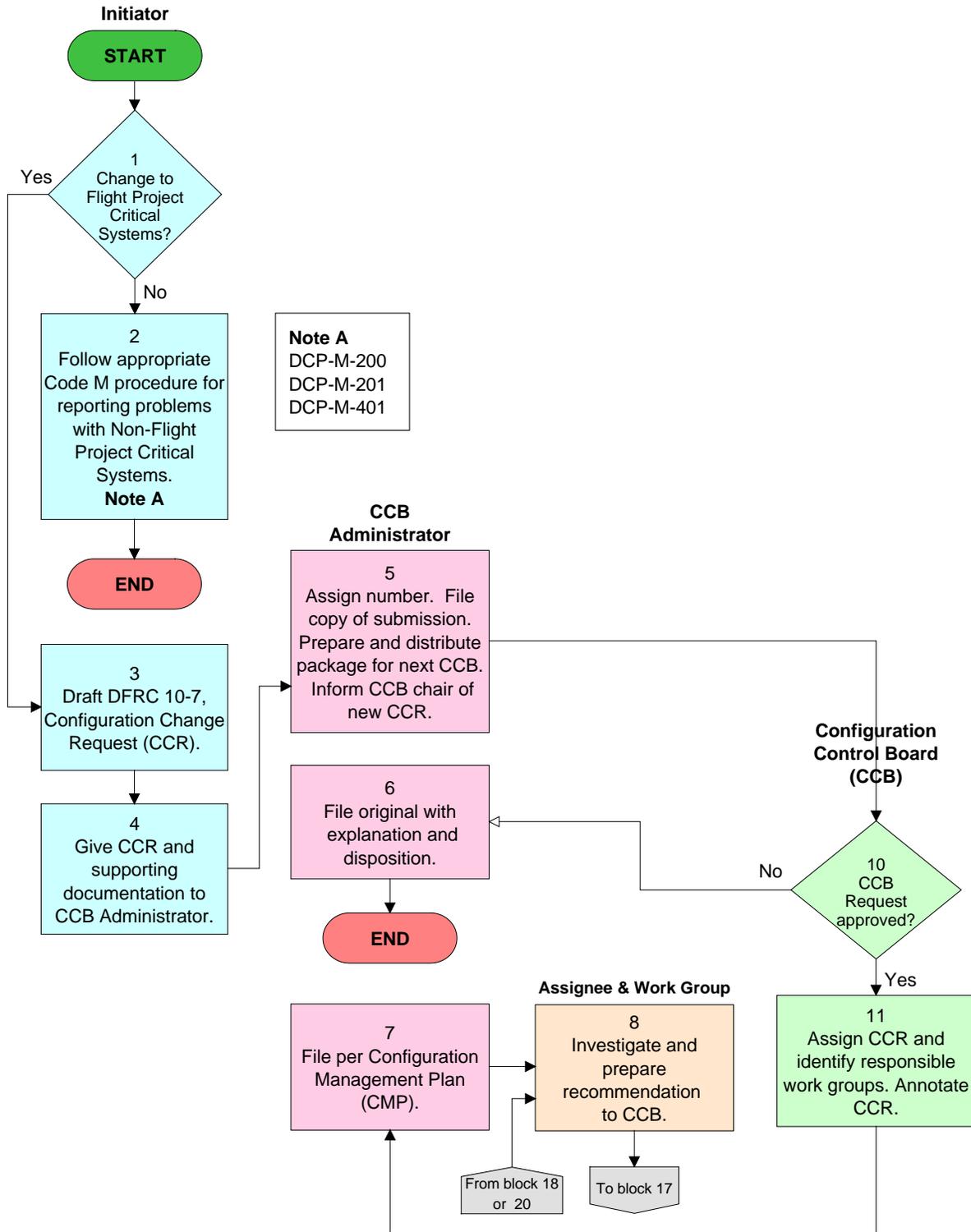
**Metric:** Findings from audits and assessments

**Trend analysis:** Metrics will be analyzed to determine whether procedural objectives have been met.

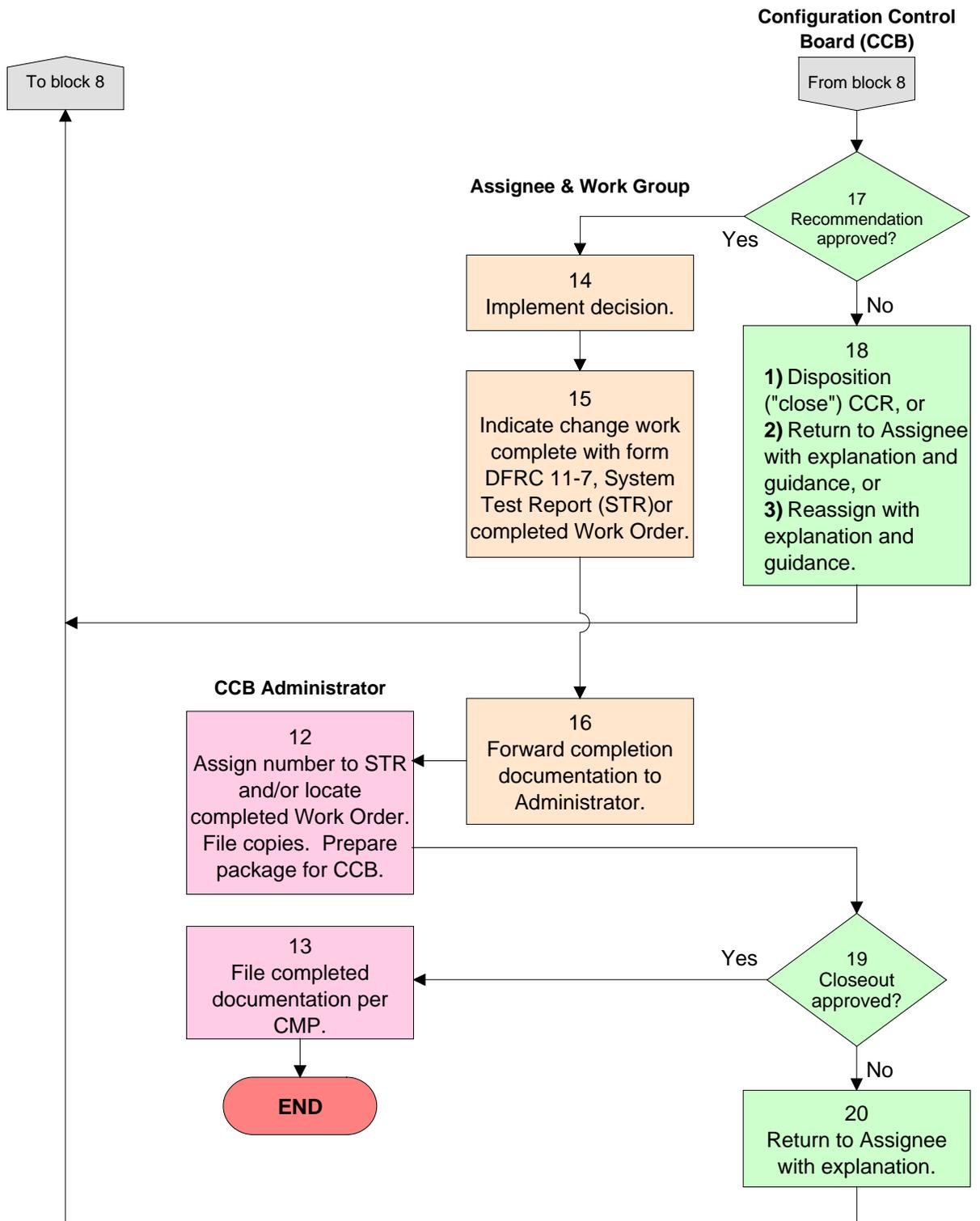
## 4.0 WAIVER AUTHORITY

None

## 5.0 FLOWCHART



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## 6.0 MANAGEMENT RECORDS & RECORDS RETENTION

The management records are the various Configuration Change Requests and related System Test Reports. They will be retained by Dryden's Configuration Control Office per NPR 1441.1, NASA Records Retention Schedule, and [DCP-F-603](#), Records Management, as a critical project record.

## 7.0 RELEVANT DOCUMENTS

### 7.1 Authority Documents

[DPD 8040.1](#) Configuration Management

### 7.2 Reference Documents

[DCP-P-016](#) Configuration Management Plans for Flight Research Projects

[DCP-P-018](#) Configuration Change Process for Flight Project Critical Systems

Wideman's Comparative Glossary of Project Management Terms, V3.1  
[www.maxwideman.com/pmglossary/PMG](http://www.maxwideman.com/pmglossary/PMG)

### 7.3 Forms

[DFRC 10-7](#) Configuration Change Request

[DFRC 11-7](#) System Test Report

## 8.0 ACRONYMS & DEFINITIONS

### 8.1 Acronyms

CCB	Configuration Control Board
CCR	Configuration Change Request
CMP	Configuration Management Plan
STR	System Test Report

### 8.2 Definitions

Baseline A baseline is a group of configuration items (products, deliverables) developed during a specific phase of the

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development process that has been formally accepted. Once the baseline is established, changes to the items can only be done through a formal change process.

Configuration Control Board	A board established to approve all proposed changes to an approved baseline.
Configuration Management Plan	The document that describes the methods the project will use to control the hardware, software, interfaces, and related systems being developed.
Configuration Change	Any alteration of the configuration baseline.
Configuration Change Request	A document that specifies a particular change to the baseline configuration.
System Test Report	A record of the results of the testing resulting from all configuration change actions.

**Document History Log**  
**IPP Review Date: None performed for Revision C.**

This page is for informational purposes and does not have to be retained with the document.

<b>Status Change</b>	<b>Document Revision</b>	<b>Effective Date</b>	<b>Page</b>	<b>Description of Change</b>
Baseline		03-08-99		
Revision	A	03-16-99	All	Streamlined
Revision	B	10-02-02	2	<ul style="list-style-type: none"> <li>Wording in first box under CCB revised to show the three options the Board has when disapproving a recommendation.</li> </ul>
Admin Change	B	10-10-06	3-4	<ul style="list-style-type: none"> <li>Removed reference to cancelled form DFRC 12/12e</li> <li>Rebuilt flowchart to improve readability and inserted Word template</li> </ul>
Revision	C	07-09-08	All	<ul style="list-style-type: none"> <li>The stand-alone flowchart document was translated into the current template.</li> <li>Acronyms and definitions were added</li> <li>Added expiration date.</li> </ul>
Admin Change	C-1	10-21-09	All	<ul style="list-style-type: none"> <li>Updated format to current template</li> <li>Updated flowchart to remove cancelled documents and extend block descriptions. No changes to procedure.</li> </ul>

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