



Dryden Flight Research Center
Edwards, California 93523

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

Dryden Centerwide Procedure

Code P

Configuration Change Process for Flight Project Critical Systems

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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 document applies to all aircraft systems and those ground systems that support the aircraft.

Applicability: This procedure is applicable to anyone who works on a Dryden flight project.

3.0 PROCEDURE OBJECTIVES, METRICS, & TREND ANALYSIS

Objective: Ensure proper handling of configuration change requests.

Metric: Number of related findings from audits and assessments.

Trends of the findings will be reviewed and used to improve the procedure.

4.0 RELEVANT DOCUMENTS

4.1 Authority Documents

[DPD 8040.1](#) Configuration Management

4.2 Reference Documents

DCP-P-016 Configuration Management Plans for Flight Research
Projects

DCP-P-017 Configuration Change Process for Flight Project Critical
Systems

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

4.3 Forms

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

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

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5.0 WAIVER AUTHORITY

None

6.0 ACRONYMS & DEFINITIONS

6.1 Acronyms

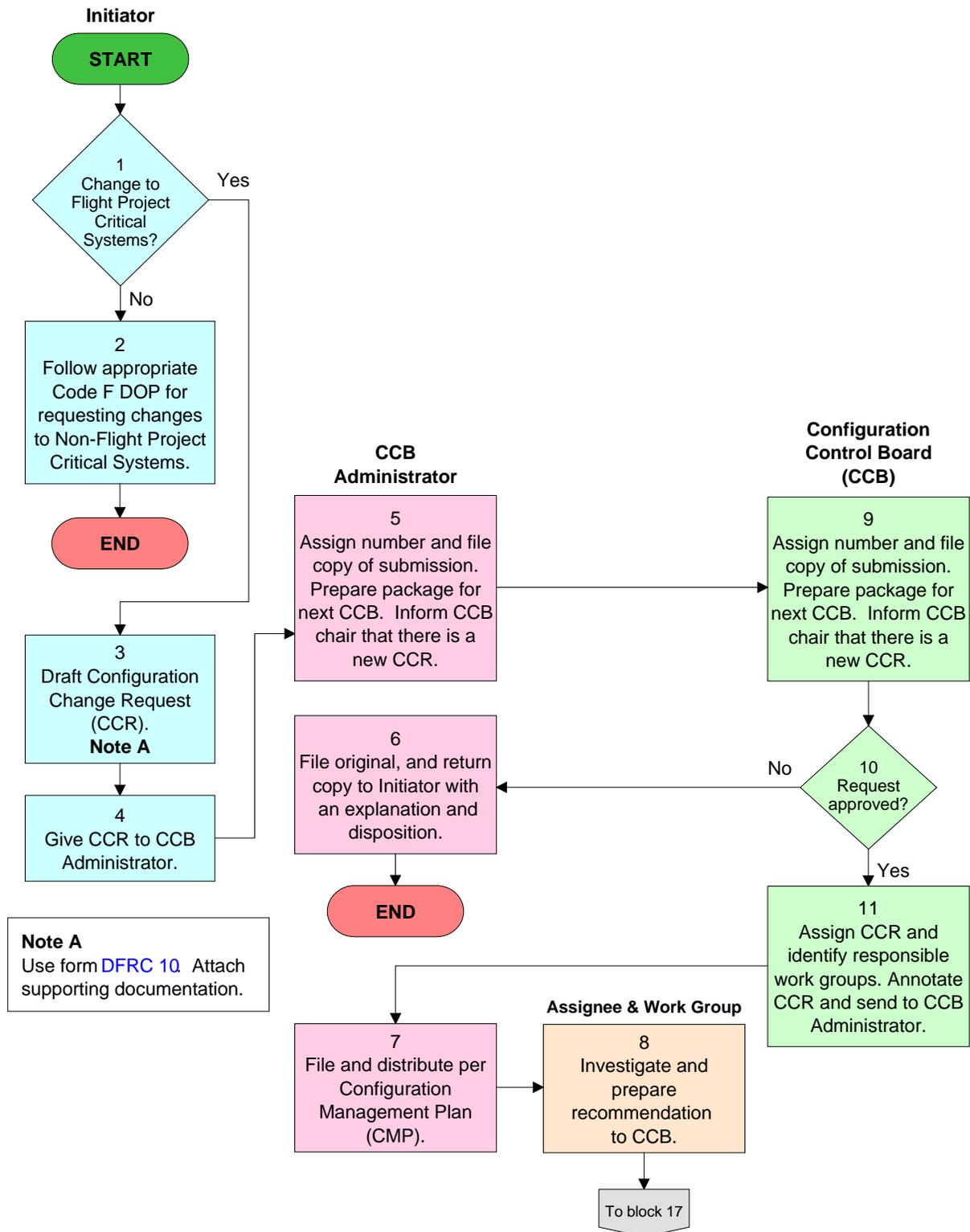
CCB	Configuration Control Board
CCR	Configuration Change Request
CMP	Configuration Management Plan
STR	System Test Report

6.2 Definitions

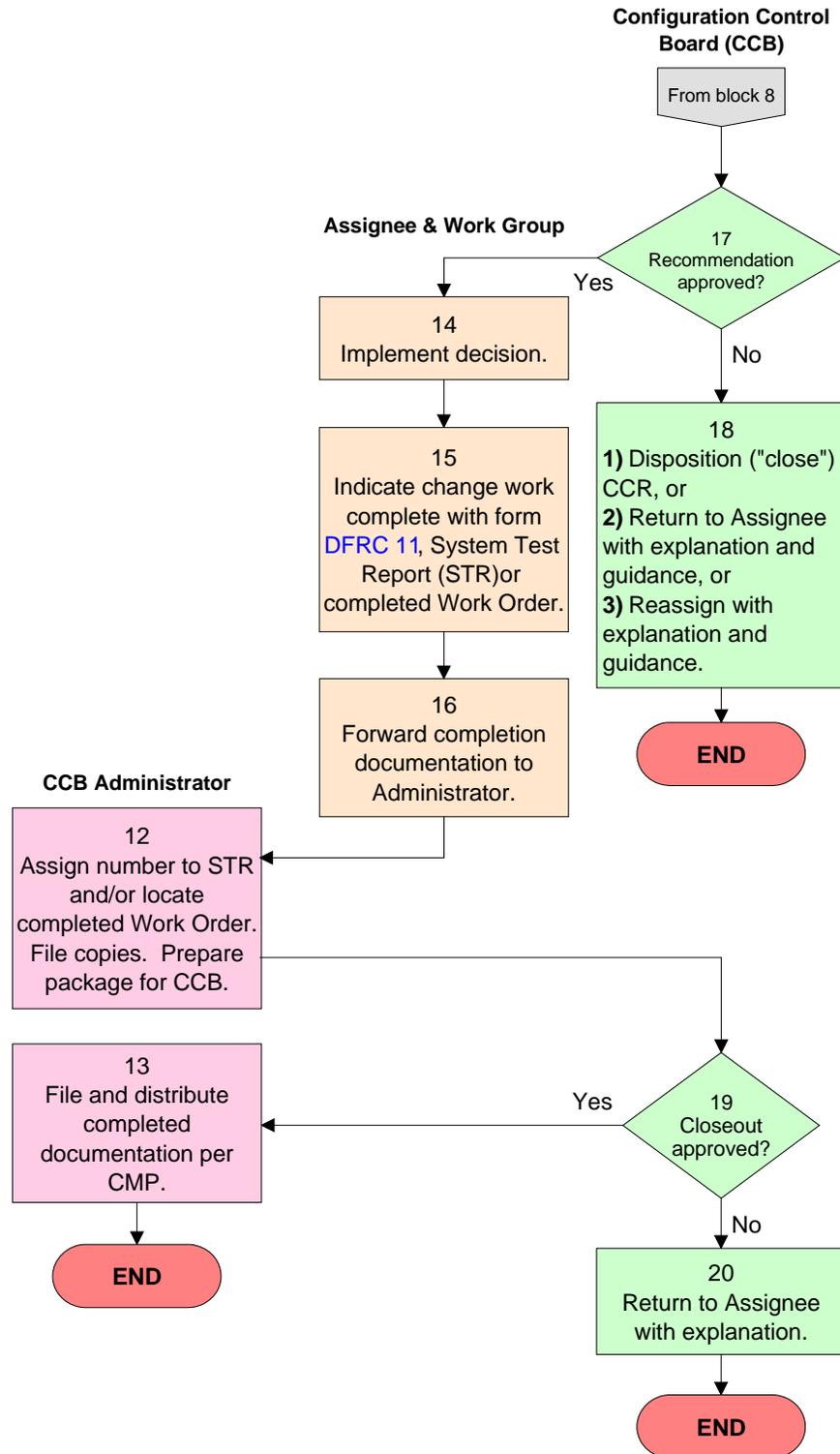
Baseline	A baseline is a group of configuration items (products, deliverables) developed during a specific phase of the development process that has been formally accepted. Once the baseline is established, changes to the items can only be done through a formal change process.
Configuration Control Board	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.

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7.0 FLOWCHART



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8.0 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, as a critical project record.

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.

Status Change	Document Revision	Effective Date	Page	Description of Change
Baseline		3-8-88		
Revision	A	3-16-99	All	Streamlined
Revision	B	10-2-02	2	<ul style="list-style-type: none"> • Wording in first box under CCB revised to show the three options the Board has when disapproving a recommendation.
Admin Change	B	10-10-06	3-4	<ul style="list-style-type: none"> • Removed reference to cancelled form DFRC 12/12e • Rebuilt flowchart to improve readability and inserted Word template
Revision	C	07-09-08	All	<ul style="list-style-type: none"> • The stand-alone flowchart document was translated into the current template. • Acronyms and definitions were added • Added expiration date.

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