 Independent Verification & Validation Program	Configuration Management Plan (CMP) Template	T2401 Revision: B Effective Date: January 10, 2011
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APPROVAL SIGNATURES		DATE
Gregory Blaney (original signature on file)	IMS Representative	01/10/2011

REVISION HISTORY			
Revision	Description of Change	Author	Effective Date
Basic	Initial Release	Roger Harris	11/21/2006
A	Change "IV&V Facility" to "IV&V Program"	Stephanie Ferguson	02/18/2009
B	Change document name and fix formatting inconsistencies	Roger Harris	01/10/2011

REFERENCE DOCUMENTS	
Document Number	Document Title
IVV QM	NASA IV&V Quality Manual
IVV 10	Software and Hardware Configuration Management

If any process in this document conflicts with any document in NODIS, this document shall be superseded by the NODIS document. Any reference document external to NODIS shall be monitored by the Process Owner for current versioning.

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Purpose of the Configuration Management Plan (CMP) Template

This CMP template is designed to provide a standard outline and format for CMPs so that reviewers, approvers, and users of CMPs know where to find information.

This sample CMP was created by the Carnegie Mellon Software Engineering Institute. The original is no longer available.

CMP Template Conventions

Two different styles of text are used in this template:

1. [Text included in square brackets]


This text represents document-specific information to be provided. Examples are [document name] for the name of the template/supporting document, and [purpose] for the purpose of the template/supporting document. Where this text appears, insert the document-specific information between the brackets, and then delete the brackets.

2. *{Italic text in braces}*


This text is guiding or explanatory in nature. It will include tailoring guidance and descriptions of the kinds of information to be included in each section. Therefore, this text should be deleted from the template/supporting document.

3. Normal text

This is standard text that should be copied verbatim into the template/supporting document as necessary. It represents any text that does not fit into either of the above categories.

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CMP template begins on the following page.}*

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1.0 Introduction

- Purpose
- Scope
- Definitions
- References
- Tailoring

2.0 Configuration Management

- Organization
- Responsibilities
- Relationship of CM to life cycle of project
 - Interfaces to other organizations on the project
 - Other project organizations CM responsibilities

3.0 Configuration Management Activities

3.1 Configuration Identification

3.1.1 Specification Identification


- *{Labeling and numbering scheme for documents and files*
- *How identification between documents and files relates*
- *Description of identification tracking scheme*
- *When a document/file identification number enters controlled status*
- *How the identification scheme addresses versions and releases*
- *How the identification scheme addresses hardware, application system software, COTS products, support software (e.g., test data and files), etc.*

3.1.2 Change control form identification

- *{Numbering scheme for each of the forms used}*

3.1.3 Project Baselines

- *{Identify various baselines for the project*
- *For each baseline created provide the following:*

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- *How and when it is created*
- *Who authorizes and who verifies it*
- *The purpose*
- *What goes into it - software and documentation}*

3.1.4 Library

- Identification and control mechanisms used
- Number of libraries and the types
- Backup and disaster plans and procedures
- Recovery process for any type of loss
- Retention policies and procedures
 - *{What needs to be retained, for who, and for how long}*
 - *{How is the information retained: on-line, off-line, media type and format}*

3.2 Configuration Control

3.2.1 Procedures for changing Baselines *{procedures may vary with each baseline}*

3.2.2 Procedures for processing change requests and approvals-change classification scheme


- Change reporting documentation
- Change control flow diagram

3.2.3 Organization assigned responsibilities for change control

3.2.4 Change Control Boards (CCBs) *{describe the following information for each:}*

- Charter
- Members
- Role
- Procedures
- Approval Mechanisms

3.2.5 Interfaces, overall hierarchy, and the responsibility for communication between multiple CCBs, when applicable

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3.2.6 Level of control *{identify how it will change throughout the life cycle, when applicable}*

3.2.7 Document revisions *{how they will be handled}*

3.2.8 Automated tools used to perform change control

3.3 Configuration Status Accounting

3.3.1 *{Storage, handling and release of project media}*

3.3.2 *{Types of information needed to be reported and the control over this information that is needed}*

3.3.3 *{Reports to be produced (e.g., management reports, QA reports, CCB reports), who the audience is for each report, and the information needed to produce each report}*

3.3.4 Release process *{to include the following information:}*


- *{What is in the release}*
- *{Who the release is being provided to and when}*
- *{The media the release is on}*
- *{Any known problems in the release}*
- *{Any known fixes in the release}*
- *{Installation instructions}*

3.3.5 *{Document status accounting and change management status accounting that needs to occur}*

3.4 Configuration Reporting

3.4.1 *{Number of reports to be done and when they will be done (internal reports as well as configuration reports), including the following information for each report:}*

- *{Which baseline it is tied to, if applicable}*
- *{Who is responsible for compiling the report}*
- *{What is covered in the report}*

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- *{What the CM role is in the report, and what the roles of other organizations in the report are}*
- *{How formal the report is}*

3.4.2 All reviews that CM supports; for each provide the following:

- *{The materials to be reviewed}*
- *{CM responsibility in the review and the responsibilities of other organizations}*

4.0 CM Milestones

- *{Define all CM project milestones (e.g., baselines, reviews, reports)}*
- *{Describe how the CM milestones tie into the software development process}*
- *{Identify what the criteria are for reaching each milestone}*

5.0 Training

- *{Identify the kinds and amounts of training (e.g., orientation, tools)}*

6.0 Subcontractor/Vendor Support

- *{Describe any subcontractor and/or vendor support and interfacing, if applicable}*