

CONFIGURATION MANAGEMENT PLAN TEMPLATE

Document Number	
Document Date	

Change History			
Revision #	Change Request #	Description of Changes	Section(s) Affected

Purpose of this Document	
<p>This Configuration Management Plan (CMP) describes the project’s processes for providing configuration management for the software, associated data and documentation. The software configuration management portion of the plan details the method of providing software (computer program, documentation and associated data) maintenance and control and the steps required to place a new release in production. The CMP identifies the software change management requirements and establishes the methodology for baselining configuration items, making and controlling changes, and maintaining version control.</p>	
Software Information	
Software Name	
Functional Location	
Quality Level	<input type="checkbox"/> RS <input type="checkbox"/> Q
Software Source	<input type="checkbox"/> OTS <input type="checkbox"/> Custom
Site Source (choose all that apply)	<input type="checkbox"/> Y-12 <input type="checkbox"/> Pantex <input type="checkbox"/> UPF
Software Use and Function	
<p>Description of the software application and its intended use and function.</p>	
Roles and Responsibilities	
<p>See the Software Manager (SMan) for the current Software Owner and other Software Project Team (SPT) members. The Software Owner and designated SPT members will approve baseline and incremental baseline changes to the application as defined in the Software Quality Assurance Plan (SQAP). Designated approvers are documented in SMan.</p>	
<p>All possible SMan software project team roles and the generic responsibilities are listed below, but may not be applicable to all software applications. Additional roles outside of SMan may also be needed. Review all role responsibility descriptions and modify as needed to reflect roles and responsibilities for this software application.</p>	
Role	Responsibilities
Software Owner	<p>Person responsible for functional business processes the software is used to support. Person responsible for the software throughout the software life cycle.</p>

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Quality Engineer	Software Quality Assurance Specialists assigned to support the organization/program in determination of the quality controls and level of quality effort appropriate for critical or complex issues or concerns.
Records Analyst	Records Analyst assists the software owner in identifying records generated by the application, ensuring implementation and compliance with all records management and document control requirements.
Cyber Security	Cyber Security representative assigned to the application. Cyber Security is concerned with the confidentiality, integrity and availability (CIA) of information and IT resources.
Product Engineer	Engineer from Weapon Product Engineering Department that assists the software owner in ensuring weapons design requirements are appropriately defined, tested, implemented and controlled if the software is used in the process of fabricating, assembling, inspecting, dismantling, storing, or certifying weapons components.
DAR/Chief	Design Authority Representative or Chief assigned by Engineering to represent the design authority for establishing and maintaining the technical basis of a facility or system.
ISSO	The Information systems Security Officer (ISSO) performs reviews of the documentation for the application when the application is located on the classified network.
Project Manager	The individual with total business responsibility for all activities of a project. The project manager directs, controls, administers, and regulates a project.
Lead Analyst	Individual responsible for the analysis, design, planning and development of the software plus the technical leadership of the Project Team. The LA maybe the System Engineer.
User Point of Contact	An individual who represents the users throughout the application life cycle on the Software Project Team.
Version Numbering	
Identify the version numbering scheme used to identify the application version. The numbering scheme should include major and minor version as a minimum. Numbering may include releases if determined appropriate. (Ex. XXX.YYY.ZZZ where X is the major version, Y is the minor version, and Z is the release. Version identifiers vary.)	
Numbering Scheme: Identify here	
Configuration Controlled (Software Documents)	
All required Software Quality Assurance Plan (SQAP) baseline and incremental baseline documentation identified in the software inventory record in SMan must be maintained under configuration control. The software owner and SPT determine when documentation updates are required. Refer to SMan for the list of documents. (Recommend review of document at least every 3 years).	
Are there additional documents/processes that must be updated for releases to the software that are not identified in SMan? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, identify documents here and where they are maintained under configuration control:	

Configuration Items (Parent/Child)			
Choose all that apply: Is this application a Parent? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable Is this a Configuration Item (Child)? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable			
If this is a Configuration Item, will there be configuration documents for this application? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, identify how documentation updates will be managed. For example, identify if the documentation is maintained with the parent or with the configuration item (child):			
List document(s):		Identify where maintained:	
If yes, will configuration item (child) be maintained at different version release? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, identify how configuration items are updated:			
Custom Developed Software			
Identify where code is maintained for custom developed applications or how code is submitted to the company from a vendor:			
Identify the method of maintaining configuration management of the code: <ul style="list-style-type: none"> • 			
Management and Control of Data			
Does this software store data? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, answer the following:			
Item		Comments	
How are data changes outside of the application controlled?			
Item	Yes	No	Comments
Are ad hoc queries allowed? • If yes, describe how ad hoc queries are controlled:	<input type="checkbox"/>	<input type="checkbox"/>	
Configuration Management Process			
The basic process for Configuration Management for CNS applications: <ul style="list-style-type: none"> • Initiate Software Change Request (SCR) – An SCR is initiated to document the requested software change, who is requesting the change, and the nature of the change (result of enhancement, defect repair, environmental, performance or other change). • Evaluation of the SCR by assigned SPT members • Approval of the SCR by assigned SPT members 			

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- If the SCR is rejected document by assigned SPT members the reason for the rejection and disposition the change with the requestor.
- Changes are made that are authorized by one or more SCRs.
- Testing sufficient to address the changes is performed.
- Application Certification Testing is performed when required.
- Associated Documentation updated.
- The software change is approved by required reviewers using the VREL.
- Archive previous version of code and/or documentation as appropriate.
- New software is installed.

Are there deviations to the above process? Yes No

If yes, describe deviations from the above process:

Changes

How are changes to the software initiated (vendor supplied or custom developed)?

Emergency Change Process

Are emergency changes allowed for this application? Yes No

If yes, please answer the following:

Item	Comments
Identify what circumstances qualify as an emergency.	
Identify the process (The process should closely follow the Configuration Management Process including the creation of an SCR and updating documentation.)	
Who can initiate an emergency change?	
Who can approve an emergency change?	
How is the emergency change initiated (including required documentation)?	
What is the time limit to complete the change and approve all documentation (complete Version Release (VREL))?	

Problem Reporting and Corrective Action

Software Error Notification (SEN)/Problem reporting is addressed in E-PROC-3015. Any specifics outside of the standard process may be identified here.

Software Error Notifications (Response Required for Q)			
Item	Comments		
How will software error notifications be obtained (supplied by vendor, available on website, other)?			
How often are software error notifications received?			
How are software error notifications relayed to users?			
How are software error notifications tracked?			
Training (Response Required for Q)			
Check "yes" or "no," as appropriate, for each question below. Add comments when indicated.			
Item	Yes	No	Comments
Is training required for this application? • If no, explain why specific training is not required.	<input type="checkbox"/>	<input type="checkbox"/>	
If yes above, is training tracked? (e.g., course number, required reading, etc.) • If it is not documented, explain why not.	<input type="checkbox"/>	<input type="checkbox"/>	
Are training materials available? • If yes, where are they located?	<input type="checkbox"/>	<input type="checkbox"/>	
Authorized Users (Response Required for Q)			
Check "yes" or "no," as appropriate, for each question below. Add comments when indicated.			
Item	Yes	No	Comments
Is there an authorized users list? • If yes, where is it maintained? • If no, explain why it is not needed,	<input type="checkbox"/>	<input type="checkbox"/>	
Is it updated when personnel leave the organization or the company? • If yes, explain how it is updated.	<input type="checkbox"/>	<input type="checkbox"/>	
Records			
Check "yes" or "no," as appropriate, for each question below. Add comments when indicated.			
Item	Yes	No	Comments
Are there records associated with this software?	<input type="checkbox"/>	<input type="checkbox"/>	
If yes, has the record series been identified on the Application Information tab in SMan?	<input type="checkbox"/>	<input type="checkbox"/>	

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Documentation (References/Requirements)	
References (References specific to the application, e.g., standard that establishes the criteria for the software)	List as applicable
Associated Engineering Documents (e.g., Specification)	List as applicable
Associated Procurement Documents (e.g., TECAM, Material Requisition number, etc.)	List as applicable
Document Repositories	
<p>Will SMan be the Document Management Center (DMC) for this software? <input type="checkbox"/>Yes <input type="checkbox"/>No</p> <p>If no, identify the location of the electronic repository or the approved document management center for software documentation (Please Note: Most documents are maintained in SMan):</p> <ul style="list-style-type: none"> • List document(s) not in SMan along with the approved document management system used to maintain the document(s) 	