

Configuration Management Plan

Project Name: _____

Prepared By: _____

Date: _____

A Configuration Management Functional Area and Resources

Describe the Configuration Management organization structure, personnel skill level and qualifications, facilities needed, and equipment and tools used.

B Standards, Procedures, Policies, and Guidelines

Display the diagram of information flow and the parameter of any automated tool sets.

C Configuration Identification

Describe the method for defining each control item, the method for configuration control, and the list of control items.

D Identification Methods

Describe the naming and marking of documents, components, revisions, releases, etc.

E Submission and Retrieval of Control Items

Describe the process for submission and retrieval of controlled items within the project.

F Version Control

Describe the preparation of documentation versions and the release approval procedure.

G Storage Handling and Delivery of Project Media

Describe storage requirements (both automated and paper).

H Relationship to Contractor Configuration Management

Describe the relationship of the Configuration Management team to other Configuration Management teams related to the project.

I Other Information

Relay any other information about Configuration Management.