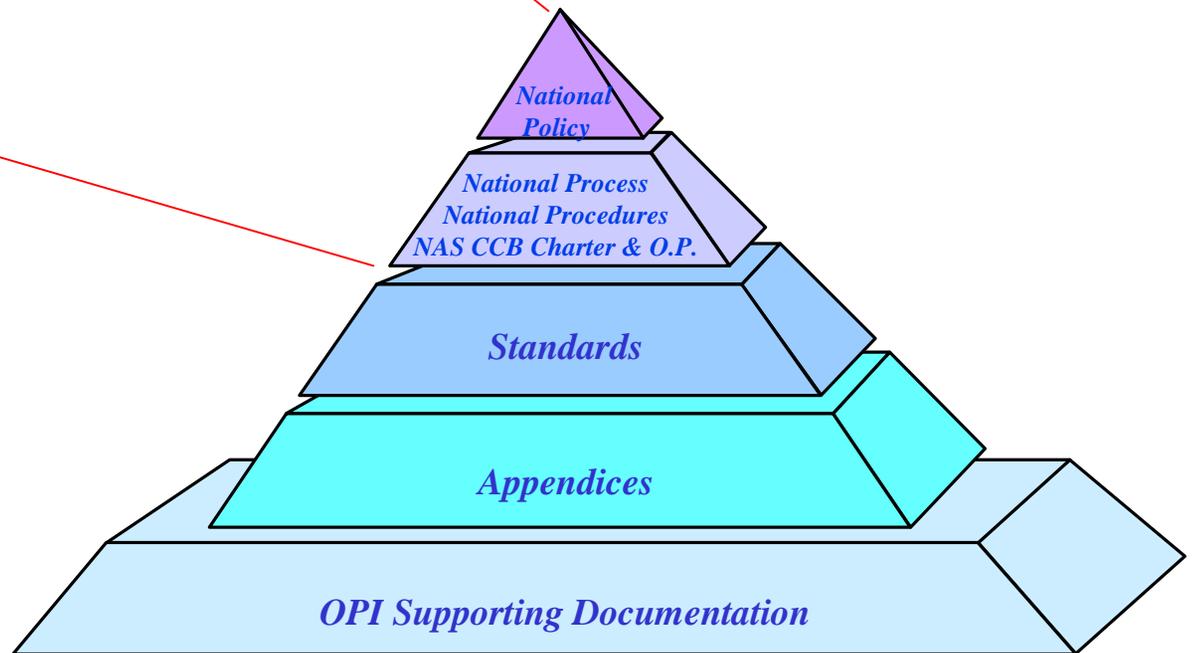


Procedure Development

Dave Piszczek, ACM-20 (Acting)

CM Hierarchy

CM Policy, Process, Procedures



CM Hierarchy (continued)

- **Part 1: National Policy (NAS CM Policy - FAA Order 1800.66 - Approved)**
- **Part 2:**
 - **National Process (approved as part of 1800.66)**
 - *National Procedures*
 - **NAS CCB Charter & Operating Procedures (under revision)**
- **Part 3:**
 - **Standards**
 - **Appendices (acronyms & definitions - ongoing)**
- **Part 4: OPI Documentation (example: IPT CCB operating procedures)**

CM Procedures: What do they look like?

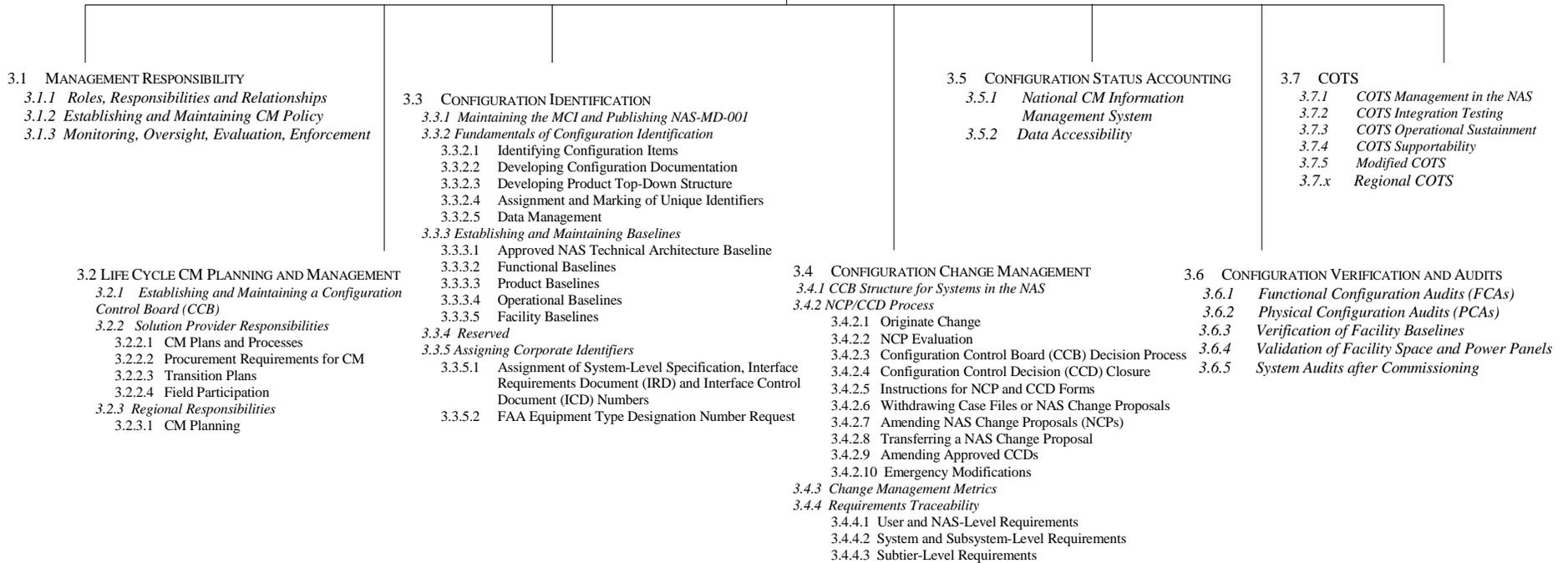
- **National Policy: Broad statements of best practices**
- **National Process: How CM activities fit into the product life-cycle**
- **National Procedures:**
 - **“How to” steps**
 - **Include process flow diagrams**
 - **Detailed to the level of national consensus**
 - **Leave latitude for process tailoring**

National CM Procedures

1.0 Introduction

2.0 Applicable Documents

3.0 National Procedures



Revised: 02-21-00

Procedures Development Process

- There are about 50 Procedure Topics
 - * Initial drafts were prepared by ACM
 - * Further Developed and Reviewed by 3 Working Groups
 - * Reviewed and Integrated by the CM Core Team
 - * Revised by ACM and the Working Groups

– *Endorsement by the CMSG for Clearance Record Release*

- Release on Clearance Record for Agency Review
- Comment Resolution by ACM and the Working Groups
- Incorporate into Policy
 - Order
 - AMS

Procedure Working Groups

#1

Avdesh Kaushiva- ACM*
Brooke Lanham-AND*
Vera Shinn- ACE
Tena Woods- AOS
Heather Cooley- AOS
Carl Sensi- AUA
Don Helbringer-AOP
Dave Piszczek- ACM
Tracy Chamberlain-GTW
Andrea Stuchlak- ACM
Jobi Kennedy- AGL
Nancy MacWatters-AOS
Rose Smith- AOS



#2

Jim Melton- ACM*
Cecil West-ASO*
Bob Pfoff- AUA
Ed Andrews- AML
Scott Chilton- ANS
Pat Conner- AOS
Joyce Eaton- AOP
Jeff Granier- ANI
William Helm- AGL
Michelle Holmes- ACT
Joe Preston- ACT
Lauretta Stewart- AND
Calvin Miles- AND
Georgia Van Pelt- ANM
Mike Klebba- ACM

#3

Chuck Gould- AND*
Bill Eggleston-AOP*
Claire Bentley- ANE
Gordon Schaffer- AUA
Steve Gabrielli- AOS
Robyn DeWeese- ASD
Bud Russell- AOS
Phil Leman- ARS
John Seger- ASU
Ed Andrews- AML
Kelley Faison- ACM



* - denotes Team Leader

Procedure Status

- 61 procedure sections
- Core Team Integration Offsite (February 22 - 25):
 - 8 are ready for clearance record
 - 38 require minor re-writes
 - 6 require major re-writes
 - 6 will not be ready for clearance record
 - 5 procedures involve “breaking new ground”

Clearance Record Readiness

Procedure Section	Procedure Name	Ready for Clearance Record	Minor Revisions	Major Revisions	Breaking New Ground
3.1	Management Responsibility		X		
3.1.1	Roles, Responsibilities and Relationships			X	
3.1.2	Establishing and Maintaining CM Policy			X	
3.1.3	Monitoring, Oversight, Evaluation, Enforcement			X	
3.2	Life Cycle CM Planning and Management		X		
3.2.1	Establishing and Maintaining a Configuration Control Board		X		
3.2.2	Solution Provider Responsibilities		X		
3.2.2.1	CM Plans and Processes		X		
3.2.2.2	Procurement Requirements for CM		X		
3.2.2.3	Transition Plans		MERGE		
3.2.2.4	Field Participation		X		
3.2.3	Regional Responsibilities		X		
3.2.3.1	CM Planning		X		
3.3	Configuration Identification		X		
3.3.1	Maintaining the Master Configuration Index (MCI) and Publishing NAS-MD-001	X			
3.3.2	Fundamentals of Configuration Identification		X		
3.3.2.1	Identifying Configuration Items	X	X		
3.3.2.2	Developing Configuration Documentation		X		
3.3.2.3	Developing Product Top-Down Structure		X		
3.3.2.4	Assignment and Marking of Unique Identifiers		X		
3.3.2.5	Data Management		X		
3.3.2.8	Data Accessibility		X		

Clearance Record Readiness (cont.)

Procedure Section	Procedure Name	Ready for Clearance Record	Minor Revisions	Major Revisions	Breaking New Ground
3.3.3	Establishing and Maintaining Baselines		X		
3.3.3.1	Approved NAS Technical Architecture Baseline		X		
3.3.3.2	Functional Baselines		X		
3.3.3.3	Product Baselines		X		
3.3.3.4	Operational Baselines		X		
3.3.3.5	Facility Baselines	X			
3.3.4	Reserved				
3.3.5	Assigning Corporate Identifiers		X		
3.3.5.1	Assignment of System-Level Specification, Interface Requirements Document (IRD) and Interface Control Document (ICD) Numbers		X		
3.3.5.2	FAA Equipment Type Designation Number Request		X		
3.4	Configuration Change Management		X		
3.4.1	Configuration Control Board (CCB) Structure for Systems in the NAS		X		
3.4.2	NAS Change Proposal (NCP)/Configuration Control Decision (CCD) Process		X		
3.4.2.1	Originate Change			X	
3.4.2.2	NCP Evaluation		X		
3.4.2.3	Configuration Control Board (CCB) Decision Process	X			
3.4.2.4	Configuration Control Decision (CCD) Closure		X		
3.4.2.5	Instructions for NAS Change Proposal (NCP) and Configuration Control Decision (CCD) Forms		X		
3.4.2.6	Withdrawing a Case File/NAS Change Proposal		X		
3.4.2.7	Amending NAS Change Proposals				
3.4.2.8	Transferring a Case File/NAS Change Proposal	X			
3.4.2.9	Updating Approved CCDs	X			
3.4.2.10	Emergency Modifications	X			
3.4.3	Change Management Metrics		MERGE		

Clearance Record Readiness (cont.)

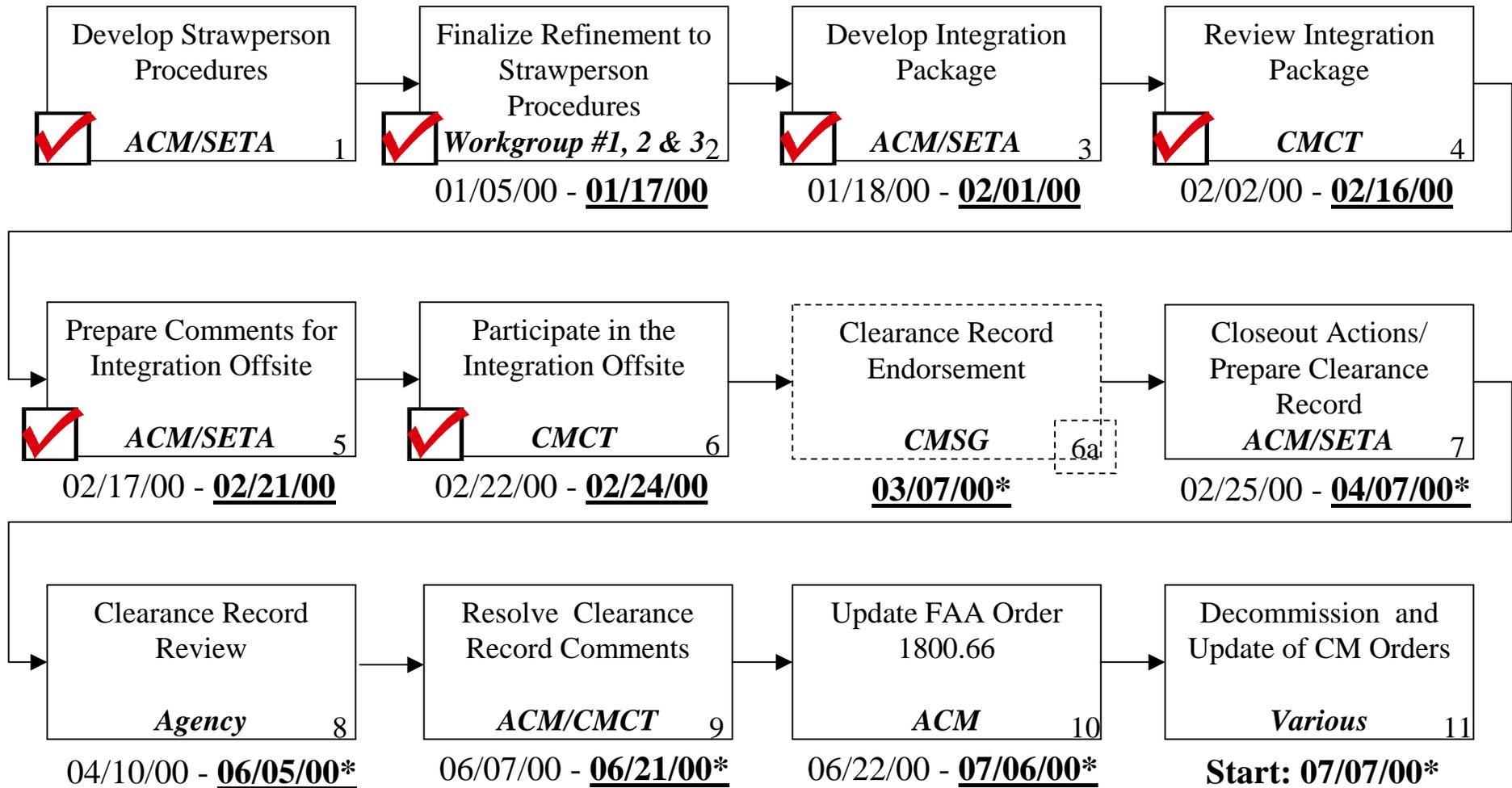
Procedure Section	Procedure Name	Ready for Clearance Record	Minor Revisions	Major Revisions	Breaking New Ground
3.4.4	Requirements Traceability				X
3.4.4.1	User and NAS Level Traceability				X
3.4.4.2	System Level Traceability				X
3.4.4.3	Subtier Traceability				X
3.5	Configuration Status Accounting (CSA)		X		
3.5.1	National CM Information Management System	X			
3.5.2	Data Accessibility		X		
3.6	Configuration Verification and Audits		X		
3.6.1	Functional Configuration Audits (FCAs)		X		
3.6.2	Physical Configuration Audits (PCAs)		X		
3.6.3	Verification of Facility Baselines			X	
3.6.4	Validation of Facility Spare and Power Panels		X		
3.6.5	System Audits After Commissioning			X	
3.7	Commercial-Off-The-Shelf			NOT READY	
3.7.1	COTS Management in the NAS			NOT READY	
3.7.2	COTS Integration Testing			NOT READY	
3.7.3	COTS Operational Sustainment			NOT READY	
3.7.4	COTS Supportability			NOT READY	
3.7.5	Modified COTS			NOT READY	
3.7.x	Regional COTS				X

CM Procedures: “Breaking New Ground”

- Requirements Traceability
 - NAS CCB Charter includes the NAS Technical Architecture and fRDs as Configuration Items
 - fRDs are approved by the JRC and then managed by the NAS CCB
- Regional Procurement and COTS
 - Addresses equipment which interfaces with the NAS, and which has no national life-cycle support..
 - Requires baselining and proper review of such equipment.
- Process Improvements

*National Procedures Review/Approval Process (From CMPP)**

LOE



* schedule or activity revision (not reflected in CMPP)

Last Updated: 03/06/00

National CM Procedures: Decision Point

- **Rebecca T. King, ACM-1 (acting)**

Goal: CMSG Endorsement of National
CM Procedures for Clearance Record
Release

Automated NCP Pilot

Darrell Wyrick, ACM-20