

Project: Integrated Process Group (iPG)
Purpose: Manage the iPG work products

Activity: Configuration Management (CM)

<p>Entry Criteria: iPG material ready for management</p>	<p>Verification (Measures)</p>	<p>eXit Criteria Material is under CM and accessible</p>
<p>Inputs</p> <ul style="list-style-type: none"> - iPG CM/DM requirements - Existing work products - Items requiring a CCB - Work products - Change requests - Baseline and repository - Baseline and repository 	<p>Tasks: (Responsibility)</p> <ol style="list-style-type: none"> 1. Develop CM and data management (DM) Plan [methodology, resources, responsibilities, schedules] 2. Identify work products to be managed, naming conventions and level of control (work product owners) 3. Establish iPG Configuration Control Board (CCB) for those work products (called configuration items) to be put under CCB control 4. Establish and maintain repository (and archive), and backup according to the plan 5. Control and track changes 6. Provide monthly status to iPG and status to work product owners when the repository changes 7. Perform quarterly spot check audits of the baseline and repository to ensure their validity (QA) 	<p>Outputs:</p> <ul style="list-style-type: none"> - CM/DM Plan and procedures as necessary - Work product list with control level and responsibility identified - See iPG CCB charter, process, and procedures - Baseline repository (SETA) - Back-up repository (AIO) - Completed change tracking form - CM status report - CM audit report to iPG Chair
<p>Notes and References:</p> <p>PA16, Configuration Mgmt iPG work products, e.g.</p> <ul style="list-style-type: none"> - iPG CCB Controlled items (iCMM, FAM) - Training Material - Data bases (Training management, QBA) - PR material (CDs, Yellow Cards, website) - Presentations - Meeting minutes and Action Items - Appraisal results - Charters, plans 	<p>Roles, Responsibilities:</p> <ol style="list-style-type: none"> 1. CCB – Co-chairs ATS, ARA, AIO, CCB secretary (SETA), iPG Members 2. Configuration Management Officer (SETA) 3. Work product owners 	<p>Summary Description:</p>