

Project Name:	Department of Energy BMIS-FM
Project Number:	BMIS-FM Phase I
DOE Proj Mgr:	Michael Fraser
IBM Proj Mgr:	Don A. Cox, PMP



PROJECT CONFIGURATION MANAGEMENT PLAN for
Department of Energy BMIS-FM Project

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1.01	29 Nov 00	First version	Don A. Cox, PMP

Approvals

The following people have approved this document. (Sign below name)

Name	Function
Michael Fraser	DOE Program Manager
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Don A. Cox	Team IBM Program Manager
Signature:	Date:

Distribution

This document has been distributed to:

Name	Function

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Configuration Management Plan

1. Objectives

- 1.1. In general, for purposes of this project, configuration management is the process of creating controlled baselines for software, hardware, communications, documentation, and data associated with the BMIS-FM applications. Configuration management helps to ensure that any changes or modifications to these items are properly recorded, analyzed and tracked.
 - 1.1.1. Accepted changes or modifications will be scheduled and implemented according to standards established by the Department.
 - 1.1.2. Rejected changes will require feedback to the requesting party.
- 1.2. Changes to baseline(s) will be administered through a consistent configuration / change control function that provides documented and standardized procedures for:
 - 1.2.1. Initiating, preparing, evaluating, and approving or rejecting change requests.
 - 1.2.2. Identifying the personnel and levels of authority necessary for evaluating, accepting or rejecting change requests.
 - 1.2.3. Stipulating the necessary forms, supporting technical and administrative material required for evaluating and documenting change requests.
 - 1.2.4. Establishing the standards for record keeping, audit and traceability of change requests.
- 1.3. Other considerations include assistance and recommendations to the Department for standard desktop configurations required to utilize the Oracle applications and any other associated applications (digital signature, barcode, etc.).
- 1.4. Once the new BMIS-FM system has been fully deployed and transitioned to ongoing operations, the Department's configuration management standards would apply. The project team would provide assistance and recommendations as necessary and appropriate, at the direction of the Department.
- 1.5. In addition, this document defines the process by which configuration management standards relevant to this project will be defined and how they will be satisfied.

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2. Defining the Project Configuration Items

2.1. To be defined by a joint project team.

3. Hardware Configuration Management

3.1. To be defined by the BMIS-FM IT/Infrastructure Team.

4. Oracle Applications Configuration Management

4.1. To be defined by the BMIS-FM IT/Infrastructure Team.

5. Non-Oracle Applications Configuration Management

5.1. To be defined by the BMIS-FM IT/Infrastructure Team.

6. System Technical Documentation

6.1. To be defined by the BMIS-FM IT/Infrastructure Team.

7. Oracle Applications End-User Documentation

7.1. To be defined by the BMIS-FM Implementation Team.

8. Oracle Applications Training Documentation

8.1. To be defined by the BMIS-FM Implementation Team.

9. Configuration Control Board Policies and Procedures

9.1. To be defined by a joint project team.

10. Configuration Management Plan Change Control Processes

10.1. All changes to this Project Configuration Management Plan must go through the following procedure:

10.1.1. Identify and assess the change.

10.1.2. Fill out a “*Change Request Form*” and submit the “*Change Request Form*” along with required supporting documentation to the Team IBM project manager.

10.1.3. The Team IBM project manager will review the change request and may possibly request additional documentation prior to review with the DOE project manager.

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10.1.4. The Team IBM and DOE project managers will jointly evaluate the change. The DOE project manager, in his capacity as the Contracting Officer's Representative, ultimately decides if the change will be accepted or not. Using the "*Change Request Form*", the DOE project manager will mark the change as:

10.1.4.1. Approved, in which case both project managers will check the approved box, sign off on the change request and the Team IBM project manager will incorporate the change and adjust other project planning factors as necessary.

10.1.4.2. Approved pending additional supporting documentation, in which case both project managers will check the approved / pending box, sign off on the change request and the Team IBM project manager will specify and coordinate gathering of the required documentation, incorporate the change and adjust other project planning factors as necessary.

10.1.4.3. Denied, in which case both project managers will check the denied box, sign off on the change request and the Team IBM project manager will notify the requestor of the status and reason for denial.

10.1.5. The Team IBM project manager will document the Change Request outcome as necessary (update WBS, schedule and budget documentation if impacted).

11. Associated Documents

- 11.1. Problem Ticket
- 11.2. Modification Request Form
- 11.3. Modification Request Test Form
- 11.4. Modification Control Reports
- 11.5. Code Review / Walkthrough Documents
- 11.6. Source Code Move Requests
- 11.7. Change Control Form