

Configuration Management Plan

Project Details	
Program Name	
Project Name	
Date	202y/mm/dd
Release	
Organisation	
Author	
Template version	V1.0

Quality Check	
1	The strategy provides the Project Manager with all the product information required
2	The corporate or programme strategy for configuration management has been considered
3	The retrieval system will produce all required information in an accurate, timely and usable manner
4	The project files provide the information necessary for any audit requirements
5	The project files provide the historical records required to support any lessons
6	The chosen Configuration Management Strategy is appropriate for the scale of the project
7	Resources are in place to administer the chosen method of configuration management
8	The requirements of the operational configuration management have been included

1. Introduction

[[The purpose, objectives, scope and responsibility of the strategy]

2. Configuration Management Procedure

[A description of (or reference to) the configuration management procedure to be used. Any variance from corporate or programme management standards should be highlighted, together with a justification for the variance. The procedure should cover activities such as: planning, identification, control (including storage/retrieval arrangements/security/product handover procedures), status accounting and verification and audits]

3. Issue and Change Control Procedure

[A description (or reference to) the issue and change control procedures to be used. Any variance from corporate or programme management standards should be highlighted, together with a justification for the variance. The procedure should cover activities such as: capturing, examining, proposing, deciding and implementation]

4. Tools and Techniques

[Any configuration management systems or tools to be used and any preference for techniques that may be used for each step in the configuration management procedure]

5. Records

[Definition of the composition and format of the Issue Register and Configuration Items Records]

6. Timescale

[Over which the project will run (summary of the Project Plan) and the period over which the benefits will be realised]

7. Reporting

[Describes the composition and format of the reports (Issue Report, Product Status Account) that are to be produced, their purpose, timing and recipients. This should include reviewing the performance of the procedures]]

8. Timings

[States when formal configuration management activities and issue and change control activities are to be undertaken, for example configuration audits]

9. Roles and Responsibilities

[Describes who will be responsible for what aspects of the procedures, including any corporate or programme management roles involved with the configuration management of the project's products. Describes whether a Change Authority and/or change budget will be established]

10. Appendix A: Configuration Management History

[Narrative on the history of this plan]

Revision History

Ver	Date	Changes	Name (Role)
	202y/mm/dd		
	202y/mm/dd		
	202y/mm/dd		

Approvals received

Ver	Date	Name (Role)	Comments
	202y/mm/dd		
	202y/mm/dd		
	202y/mm/dd		

Distribution List

Name (Role)	Medium/location	Date
		202y/mm/dd
		202y/mm/dd