Last update: July 6, 2020, Environment Overview Appendix Id: Service Management Manual (VAR)

1. **General Information** – Basic information that identifies the project.

Project Title – The proper name used to identify this project.

Proponent Secretary – The Secretary to whom the proponent agency is assigned or the Secretary that is sponsoring a particular enterprise project.

Proponent Agency – The agency that will be responsible for the management of the project.

Date Finalized– The date the plan was completed.

Planned Initiation Start Date – Date that the project is projected to start.

Planned Completion Date - Date the project is expected to be complete.

Investment Type – The type of investment; project, procurement, etc.

Investment Approval Status – Current approval status

Item Classification Governance – The category of project based on the Risk and Complexity Assessments.

Total Cost at Complete (FPIFV) – The total estimated cost at the completion of the project.

1. **Change Control Items –** List those components of the project plan governed by this change control process. Change control items include the scope, schedule, budget, and performance Plans.

# Change Control Process – Use the document upload feature to provide a diagram or describe the flow of a Change Request through the Change Process.

# Configuration Management Control Items – Describe the method of selecting each configuration management control items and list the configuration management control items for the project.

1. **Configuration Management Control Item Selection –** List identified Configuration Management Control Items selected for the project.
2. **Configuration Management Control Process -** Use the document upload feature to provide a diagram or describe the process for making changes to a Configuration Management Controlled Item.
3. **Naming and Marking Methods** – Describe how documents, components, revisions, and releases are consistently named and marked.
4. **Submission and Retrieval of Control Items –** Describe the process for submission and retrieval of a controlled item from the Project Repository to prevent the unauthorized modification of the controlled item.
5. **Version Control –** Define the document version control and release approval procedure.
6. **Storage, Handling, and Disposition of Project Media -** Describe storage, handling, and disposition requirements for project media (both automated and paper). The information in this paragraph is included in the communications plan. Verify there is no conflict in the plans for storage, handling, and disposition of project documentation.
7. **Project Media Document Upload -** Use the document upload feature to provide diagrams or flow chart information. Ensure you name the diagram as part of the Change and Configuration Management Plan. Example: "Project Name\_CCM Plan Configuration Flow Chart
8. **Change Management Responsibilities -** Identify project stakeholder Change Management Responsibilities.

**Project Team Responsibilities** - Describe the change management responsibilities of the project team members.

**Internal Agency Oversight Committee Responsibilities –** Define the change management responsibilities of the IAOC.

**Secretariat Oversight Committee Responsibilities -** Define the change management responsibilities of the SOC.

**Other Responsibilities -** Describe the change management responsibilities of others associated with the project.

1. **Configuration Management Responsibilities** - Identify project and configuration team members and outline their Configuration Management Responsibilities.

**Project Manager**

**Project Manager Phone**

**Project Manager Email**

**Project Manager Responsibilities –** Describe the configuration management responsibilities of the project manager.

**Configuration Manager –**

**Configuration Manager Responsibilities –** Describe the configuration management responsibilities of the configuration manager.

**Training Manager**

**Training Manager Responsibilities** – Describe the configuration management responsibilities of the training manager.

**Quality Assurance & Test Manager**

**Quality Assurance & Test Manager Responsibilities** – Describe the configuration management responsibilities of the quality assurance & test manager.

**Project Team Representative**

**Project Team Representative Responsibilities** – Describe the configuration management responsibilities of the project team.

**Configuration Control Board Representative**

**Configuration Control Board Responsibilities –** Describe the configuration management responsibilities of the configuration control board members.

**Other Representative**

**Other Representative Responsibilities –** Describe the configuration management responsibilities of others involved with the project.