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

Change and Configuration Management Plan

1. **General Information**

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

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| Project Title |  | Proponent Secretary |  |
| Proponent Agency |  | Date Finalized |  |
| Planned Initiation Start Date |  | Planned Completion Date |  |
| Investment Type |  | Investment Approval Status |  |
| Item Classification Governance |  | Total Cost at Complete (FPIFV) |  |

### Change Control Items

List those components of the Project Management Plan governed by this Change Control Process. Change Control items typically include the Scope, Schedule, Budget and Performance Plans.

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### 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 for selecting each Configuration Management Control Item and list the Configuration Management Control Items.

# Configuration Management Control Item Selection

Describe how Configuration Management Control Items are selected for the project.

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# Configuration Management Control Process

List identified Configuration Management Control Items selected for the project.

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# Naming and Marking Methods

Describe how documents, components, revisions, and releases are consistently named and marked.

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### Submission and Retrieval of Control Items

Describe the process for submission and retrieval of Controlled Items within the project.

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### Version Control

Define the Document Version Control and Release Approval procedure.

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### 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 also included in the Communications Plan. Verify that there is no conflict in the plans for storage, handling, and disposition of project documentation.

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### 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

### Change Management Responsibilities

Identify project Stakeholders and their specific Change Management Responsibilities.

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| ***Stakeholders*** | ***Change Management Responsibilities*** |
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## Configuration Management Responsibilities

Identify members of the project or configuration team and outline their Configuration Management Responsibilities.

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| ***Team Member*** | ***Responsibilities*** |
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