| **B.11 Configuration Management Strategy** | | | | | | | |
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| Project name: |  | Project ID: |  | Version: |  | Date: |  |
| Title: |  | | | | | | |
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| 1. **Introduction** | | | | | | | |
| *States the purpose, objectives and scope, and identifies who is responsible for the strategy.* | | | | | | | |
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| 1. **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, product security, handover procedures, etc.), status accounting, and verification and audit.* |
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| 1. **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 implementing.* |
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| 1. **Tools and techniques** |
| *Refers to 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.* |
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| 1. **Records** |
| *Definition of the composition and format of the Issue Register and Configuration Item Records.* |
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| 1. **Reporting** |
| *Describes the composition and format of the reports that are to be produced (Issue Report, Product Status Account), their purpose, timing and chosen recipients. This should include reviewing the performance of the procedures.* |
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| 1. **Timing of configuration management and issue and change control activities** |
| *States when formal activities (for example, configuration audits) are to be undertaken.* |
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| 1. **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.* |
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| 1. **Scales for priority and severity** |
| *For prioritizing requests for change and off-specifications and for determining the level of management that can make decisions on severity of issue.* |
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***Note:***

*A Configuration Management Strategy is used to identify how, and by whom, the project´s products will be controlled and protected:*

* *Ho wand where the project´s products will be stored*
* *What storage and retrieval security will be put in place*
* *How the products and the various versions and variants of these will be identified*
* *How changes to products will be controlled*
* *Where responsibility for configuration management will lie.*