<Project Name>

Configuration Management Plan

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Document Control

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# Introduction

## Purpose

The purpose of this document is to describe the Configuration Management methods and techniques for maintaining the integrity of the ARTC Network.

## Scope

This CMP covers the requirement for the advice, approval and notification of Network alterations which alter the operational capability, configuration or safeworking requirements of the ARTC Network. (A Network alteration is any software component, release, tool, documentation or hardware unit required for the purpose of creating or supporting ARTC deliverables.)

## Configuration Management Plan Owner

The (delegated) Manager is the CMP Owner and is the initial point of contact for all queries relating to this CMP.

## Responsibilities

The (Delegated) Manager is ultimately responsible for the implementation of this plan.

The (Delegated) Manager is responsible for the application of this plan to the relevant project.

The (Delegated) Manager is responsible for the development of the Configuration Management Plan for his/her project.

The Project Team is responsible for the implementation and management of this CMP on the project.

The Configuration Controller is responsible for the operation of the Configuration Management system, for the education of staff in its use, and for the production of reports as required by Project Management Teams and / or ARTC as detailed in this CMP.

## Reference Documents

List any supporting documents that relate to this plan, or are referenced within it.

The following documents support this CMP:

* AS 10007 – Quality Management Systems – Guidelines for Configuration Management
* EGP-03-01 Rail Network Configuration Management
* IMS System Maps
* RAS Manual
* RM-01 Risk Management Procedure
* EGP-04-01 Engineering Drawings and Documentation.
* EGP-21-01 New Equipment and System Approvals
* EGP-20-01 Project Management
* EGP-20-02 Inspection and Test Plans

**(ABOVE ARE EXAMPLES ONLY)**

## Definitions

The following terms and acronyms are used within this document:

| Term or acronym | Description |
| --- | --- |
|  |  |
|  |  |

# Configuration Management Activities

## Configuration Identification

### Specification Identification

* Numbering systems for documents, specifications, files and other documents
* How identification between a configuration item, documents and files relate
* When a document/file identification number enters controlled status
* How the identification system addresses versions and releases.
* How the identification system addresses hardware, application software system software, support software (e.g., test data and files)

### Change Control Form Identification

* Numbering system for each of the forms used (Network Alteration Notice & Configuration Change List)

### Project Baselines

* Identify Configuration Baselines for the project
* For each Configuration baseline created provide the following information:
* How and when it is created
* Who authorises and who verifies it
* The purpose
* What goes into it (hardware / software and documentation)

## Configuration Control

### Procedures for changing baselines

* procedures may vary with each baseline (eg. Construction versus maintenance)

### Procedures for processing change requests and approvals-change classification scheme

* Change reporting documentation
* Change control flow diagram

### Organisations assigned responsibilities for change control

### Change Control Boards (CCBs)

Describe and provide the following information for each:

* Contract
* Members of the CCB
* Role
* Procedures
* Approval mechanisms

### Interfaces

Describe the overall hierarchy, and the responsibility for communication between multiple CCBs, when applicable

### Level of control

Identify how it will change throughout the life cycle, when applicable

### Document revisions

Describe how they will be handled

### Automated tools used to perform change control

## Configuration Status Accounting

### Storage, handling and release of project media

### Control of information needed for reporting purposes

Types of information needed to be reported and the required control over this information.

### Reports to be produced

(e.g., management reports, QA reports, CCB reports) and who the audience is for each and the information needed to produce each report.

### Software Release process

Describe the release process, including the following information:

* What is in the release
* Who the release is being provided to and when
* The media the release is on
* Any known problems in the release
* Any known fixes in the release
* Installation instructions

### Document status accounting and change management status accounting

## Configuration Auditing

### Audit Schedule

Number of audits to be done and when they will be done (internal audits as well as Functional and Physical configuration audits); for each audit provide the following:

* Which baseline it is tied to, if applicable
* Who performs the audit/s
* What is audited (scope)
* What is the CM role in the audit, and what are the roles of other organisations in the audit
* How formal is the audit

### External Reviews

All reviews that CM supports; for each provide the following:

* The materials to be reviewed
* CM responsibility in the review and the responsibilities of other organisations

# Configuration Management Milestones

* Define all CM project milestones (e.g., baselines, reviews, audits)
* Describe how the CM milestones tie into the Network development process
* Identify what the criteria are for reaching each milestone

# Training

Identify the kinds and amounts of training (e.g., orientation, tools)

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| Training | Provider | Cost | Required Attendees | Training Arranged | Completed |
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# Alliance Partner / Contractor / Subcontractor Support

Describe any Alliance Partner / Contractor / Subcontractor support and interfacing, if applicable