Time Monitoring Tool
Configuration Management Plan

Version <3.0>

Revision History

Date	Version	Description	Author
15/01/2001	1.0	First Version	Robert Latour
10/02/2001	2.0	Lab attendant's required modifications applied.	Robert Latour
29/03/2001	3.0	Major revision: adapted content to the new modules created.	Robert Latour

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Configuration Management Plan

1. Introduction

1.1 Purpose

This document describes all Configuration and Change Control Management (CCM) activities to be performed during the course of the project. It details the schedule of activities, the assigned responsibilities, and the required resources, including staff, tools, and computer facilities.

1.2 Scope

This document is complementary to the Software Development Plan. For more information on the Organization, the responsibilities, the infrastructure, the milestones and the resources refer to the Software Development Plan. (See References)

1.3 Definitions, Acronyms, and Abbreviations

Refer to the Glossary Document (See References)

1.4 References

Glossary Document, Glossary, Team 1 TMT, École Polytechnique de Montréal, 2001

Software Development Plan Document, Software Development Plan, Team 1 TMT, École Polytechnique de Montréal, 2001

Course Web Page INF4302: http://www.cours.polymtl.ca/INF4302/

UPEDU: http://www. upedu.org/

1.5 Overview

At first, the document explains the software configuration management environment then goes on with the configuration management program (including Configuration Identification, Configuration and Change Control and Configuration Status and Accounting). More information is provided on the milestones strategies, the training and resources used and the external development environment.

2. Software Configuration Management

2.1 Organization, Responsibilities, and Interfaces

All team members are participating to the CM activities. Although Robert Latour has been assign the "official" Configuration and Change manager.

2.2 Tools, Environment, and Infrastructure

Since most of the project members will work remotely (mainly at home), a FTP Server will be used. All environment files will be available at any time at the following address:

Host: los.dhs.org

Port: 21 (standard)

Login: INF4302

Password: TiTaNiC

Moreover, the Configuration Manager will save a backup copy on the space allowed to the team in the course lab.

3. The Configuration Management Program

3.1 Configuration Identification

3.1.1 Identification Methods

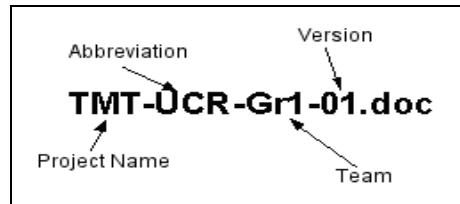**The product artifacts are to be named following this rule:**

Figure 1 : Artifacts' Identification Method

3.1.1.1 Artifacts Abbreviations Policies

Artifacts' abbreviation must always have 3 characters. Also, always use lowercase characters for non-starting letters. Here are some examples:

Single-word artifacts:	**Glossary (Glo)**
Two-word artifacts:	**Supplementary Specifications (SuS)**
More-than-2-words artifacts:	**Use-Case Realization (UCR)**

3.1.1.2 Artifacts to produce

Here is a list of all artifacts' abbreviation:

Artifact	Abbreviation
Analysis Classes	**AnC**
Analysis Classes Diagram	**ACD**
Build	**Bui**
Change Request Report	**CRR**
Component	**Com**
Configuration Management Plan	**CMP**
Design Class	**DeC**
Design Class Diagram	**DCD**
Design Model	**DeM**
Glossary	**Glo**
Implementation Model	**ImM**
Implementation Model Document	**IMD**
Iteration Plan #	**IP#**
Iteration Plan Diagram	**IPD**
Measurement Plan	**MeP**
Prototype	**Pro**
Review Record	**ReR**
Software Development Plan	**SDP**

Supplementary Specification	SuS
Test Cases	TeC
Test Components	TsC
Test Evaluation Report	TER
Test Plan	TeP
Test Results	TeR
Timestamps	Tim
Use-Case Diagram	UCD
Use-Case Realization	UCR
Use-Case Specifications	UCS
Work Order	WoO

3.1.2 Product directory structure (Project Repository)

The project repository used is the FTP site describe under Section 2.2.

Project Referential is defined in section 3.1.2.3.

3.1.2.1 Workspaces

Development Workspaces: All development workspaces are private to each team member. This project team will use each member's own workstation as a development workspace. Access to the integration workspace is made via FTP technology.

Integration Workspace: Since the project repository is hosted on a FTP site, this site is acting as the Integration Workspace too. Baselining policies are defined in Section 3.1.3. All project artifacts are accessible through the FTP site. This is where the overall product is being built.

3.1.2.2 Product directory naming conventions

All directories are named after the section they represent. If the section is more than one-word long, the words are concatenated

3.1.2.3 Base Referential
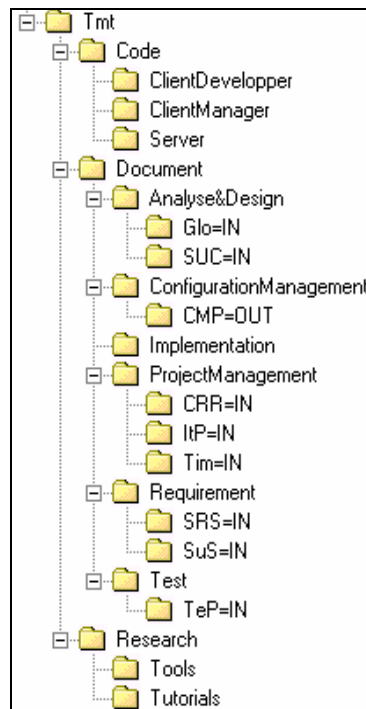
The Referential follows this structure (This is a sample):

Figure 2 : Referential directory structure

3.1.3 Project Baselines

To ensure documents integrity, special folders like « Artifact Abbreviation »=IN or
« Artifact Abbreviation »=OUT will be used. IN and OUT flags are the document's status.
For example, if a team member wants to work on the artifact Software Requirements
Specifications (SRS), he renames the artifact's folder from SRS=IN to SRS=OUT. This
indicates all other team member that this artifact is currently being worked on or modified
and will have to be reviewed by the project team before putting back the folder to SRS=IN.

After each iteration, a build is produced and put in the project repository.

3.1.3.1 Special folder for current code

Testers need the current code files to be available at anytime.   A special folder, named
"Current", is used for than matter. This folder is a sub-folder of folder "Code" in the
project directory structure.   All coded files are contained within this folder, uncompressed.

3.2 Configuration and Change Control

3.2.1 Change Request Processing and Approval

The only team member authorized to add documents to the project referential is the
configuration manager and only this member can modify the content (structure) of the
referential. Robert Latour has been assigned to this function and applies the following steps
when submitting an artifact on the referential:

- Quickly revise the document
- Put the document in the "ToRevise" folder (External to the referential)
- Advise all team member that a Document Review is required (mostly using email or
  telephone). Reviews will take place mostly on Fridays between 11:00 am and 2:30
  pm.
- Document modifications are iterative and distributed among team members.
- When the document is accepted by all reviewers, Robert Latour transfers the
  document in its associated folder in the project referential using the FTP site.

3.3 Configuration Status Accounting

3.3.1 Project Media Storage and Release Process

Backup storage is made through another FTP site, this one located in the course lab itself:
the Software Engineering Research lab. The configuration manager ensures that all TMT
versions are stored and backed up on this FTP site, using the following login information:

Host : 132.207.28.54

Port: 21 (standard)

Login: INF4302_gr1

Password: TiTaNiC

Security backups are made every Friday, after the reviews between 5:30 pm and 6:00 pm. This backup version of the project will also be used by the project instructor for follow-ups.

3.3.2 Reports and Audits

Only one report is used in the TMT project: The Change Request Report. The template used for the report is the following:

Change Request for <Project Name>		Created on: <dd/mm/yy>
Identification		
Title:	Priority:	Status:
	Submitted on:	
	Change Request ID: <>	
Submitter:	Type: <>	
Current Problem		
Description:	Critical Failure:	
	Nuisance:	
	Source of the Problem:	
Enhancement/New Requirement/Other:		
Observation conditions:		
Proposed Change (Submitter)		
Description:		
Proposed Change (Review Team)		
Approval:	Reviewed Description:	
Affected Configuration Items	Category	Enhancement/New Requirements/Other
Resolution		
Approval:	Reviewed Description:	
Estimated effort (staff hours):		
Change Review Team Disposition		
Changes approved and accepted on:	By:	
Changes implemented on:	By:	

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4. Milestones

The CM Plan should be updated after each iteration. See Software Development Plan Document for more information on minor and major milestones.

5. Training and Resources

Software tools: MicroSoft Office, Any FTP Client, Any Email Client, availability of any used templates and documentation.

No Training is required.

6. External development environment

Refer to Section 2.2.