



System Development and Life-Cycle Management (SDLCM) Methodology

Subject Configuration Control Board	Type	Procedure
	Identifier	P-2501
	Effective Date	February 2002
	Revision No.	1

Approval

CISSCO Program Director

1. PURPOSE

The purpose of this procedure is to document the review process used by a Configuration Control Board (CCB).

2. APPLICABILITY

A Configuration Control Board provides a structured review process of requirements changes, system changes, problem areas, and work in progress. Any member of the CISSCO II program may submit a change request via the established management chain.

3. REFERENCE PUBLICATIONS

The following publication contains related information:

- SDLCM Methodology Handbook
- SDLCM Methodology Form F-2251, Problem Report
- SDLCM Methodology Procedure P-2502, Change Proposal
- SDLCM Methodology Form F-2502, Change Proposal Form
- SDLCM Methodology Procedure P-9001, SDLCM Methodology Change
- SDLCM Methodology Form F-9001, SDLCM Methodology Change Request Form

4. PROCEDURE

4.1 Data Flow Diagram

The CCB procedure includes the 5 steps identified in the data flow diagram shown in Figure 2501-1.

4.2 Entry Criteria

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A properly completed change instrument, for example, a Change Proposal (F-2502) or Problem Report (F-2251), is submitted to CM and placed on the CCB agenda.

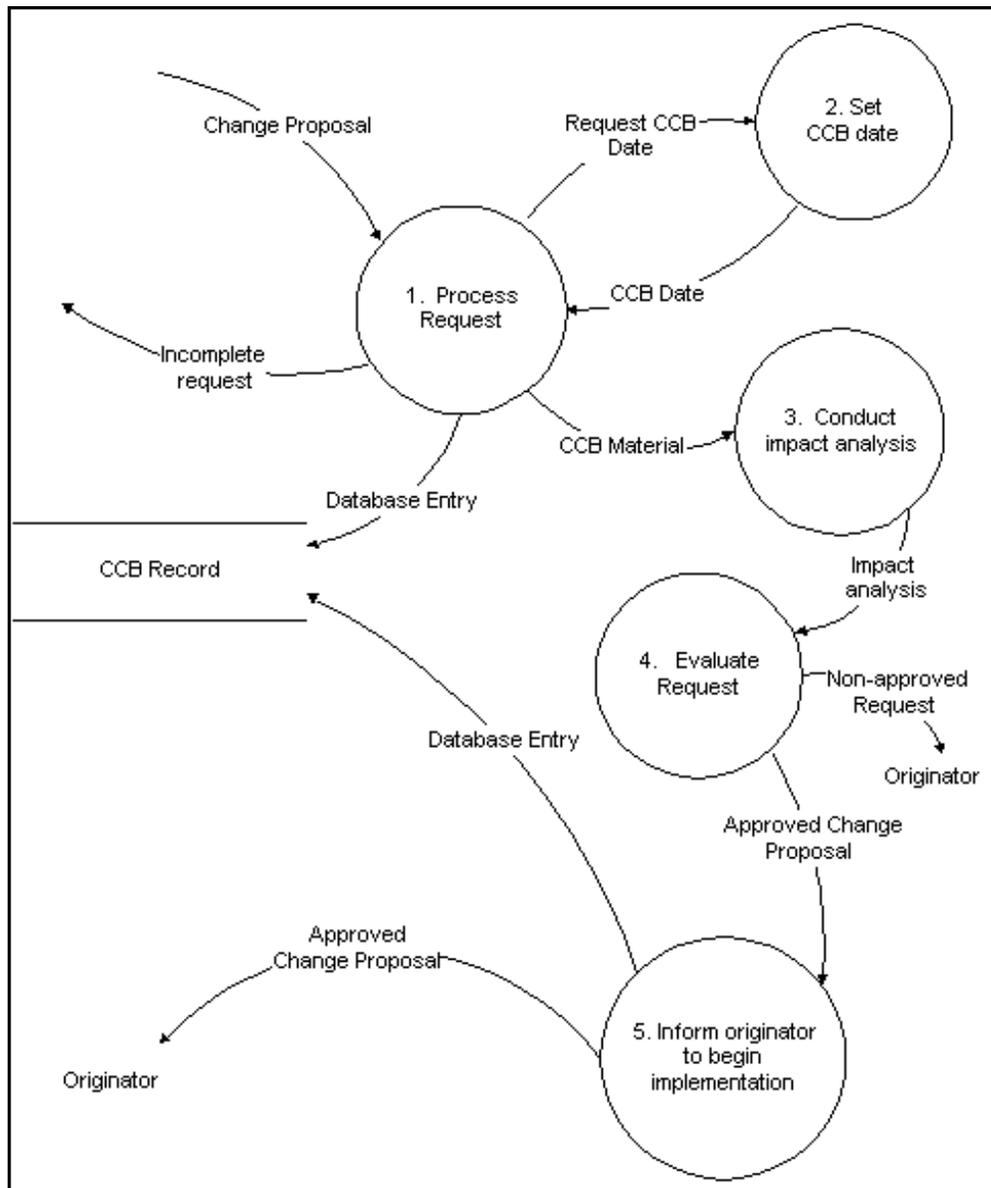


Figure 2501-1. CCB Data Flow

4.3 Steps

The CCB evaluates all requested changes. All CCB decisions must be consistent with the Project policies, priorities, and schedules. The CCB ensures proper and timely consideration of all requested changes. The following steps define the CCB process.

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1. Configuration Management (CM) receives all requests for change such as Change Proposals (CPs) and Problem Reports. CM reviews the requests for completeness and clarity. If the requests are not satisfactory, CM identifies missing data and returns the requests to the appropriate technical manager for completion. CM marks the requests with control numbers according to the procedures for individual request types and logs them into the appropriate database.
2. CM coordinates and schedules a date to hold the CCB with the appropriate manager and assembles a CCB meeting package. The package consists of the following items:
 - CCB notification memo with scheduled time and date of CCB
 - Agenda of CCB activities
 - Change request proposals
 - The notification memo and agenda are normally distributed to participants three working days prior to the meeting
3. The CCB members review the material and ensure an impact analysis is conducted by individuals who have the required technical and managerial expertise to assess the impact of the change. The impact analysis is based on the considerations identified in Table 2501-1.
4. If impact is identified:
 - The CCB reviews the impact assessment
 - The CCB members recommend approval, disapproval, or deferment of each item to the Chairperson
 - Approved requests are designated for action,
 - Disapproved requests are designated for archival
 - Deferred requests are designated for further analysis
 - The CCB Chairperson makes final determination
 - CM records CCB decisions in the CCB control record
5. CM prepares official CCB meeting minutes and notifies the request originator of the CCB decision.

4.4 Exit Criteria

When all requests have been evaluated and decisions recorded, the chair adjourns the meeting.

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4.5 Verification

The Quality Assurance organization audits the CM libraries and directories to ensure all documentation and software products required by this and any other applicable procedure are being followed.

4.6 Roles

Table 2501-2 specifies the roles and responsibilities for each of the steps in the CCB procedure.

Table 2501-1. Impact Analysis Checklist

1.	Is the change necessary?
2.	What is the benefit of the change?
3.	What is the effect of the change on performance and system capacity?
4.	What is the priority of the change?
5.	What is the relationship of the change in the effected CSCIs to other CSCIs or CSCs?
6.	How will the change be implemented?
7.	Who will implement the change?
8.	When will the change be implemented?
9.	Where will the change be implemented?
10.	How long will it take to implement the change?
11.	How will the change affect other scheduled activities?
12.	What is the cost of the change in terms of material and labor force?
13.	What is the impact on technical documentation such as diagrams, specifications, design documentation, and user manuals?
14.	What is the impact on training programs?
15.	Is the change cost effective?
16.	What is the impact on user interface and operations?

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Table 2501-2. Configuration Control Board Step-Role Table

Steps:	Roles:				
	CCB Chair	CCB Members	Responsible Manager	CM	QA
Submit Change Proposal (CP)			P	R	
Schedule CCB, add CP to agenda	A			P	
Conduct Impact analysis		P	S	S	
Evaluate request		P	S	S	R
Implement Change	A		P	S	S

Legend: P=Performs, R=Reviews, A=Approves, S=Supports