

# MSS Modernization Project

## Configuration Management Plan

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## Document Revision History

Version	Date	Author	Summary of Changes
0.1	April 7, 2023	Jeff Corn	Initial Draft Document

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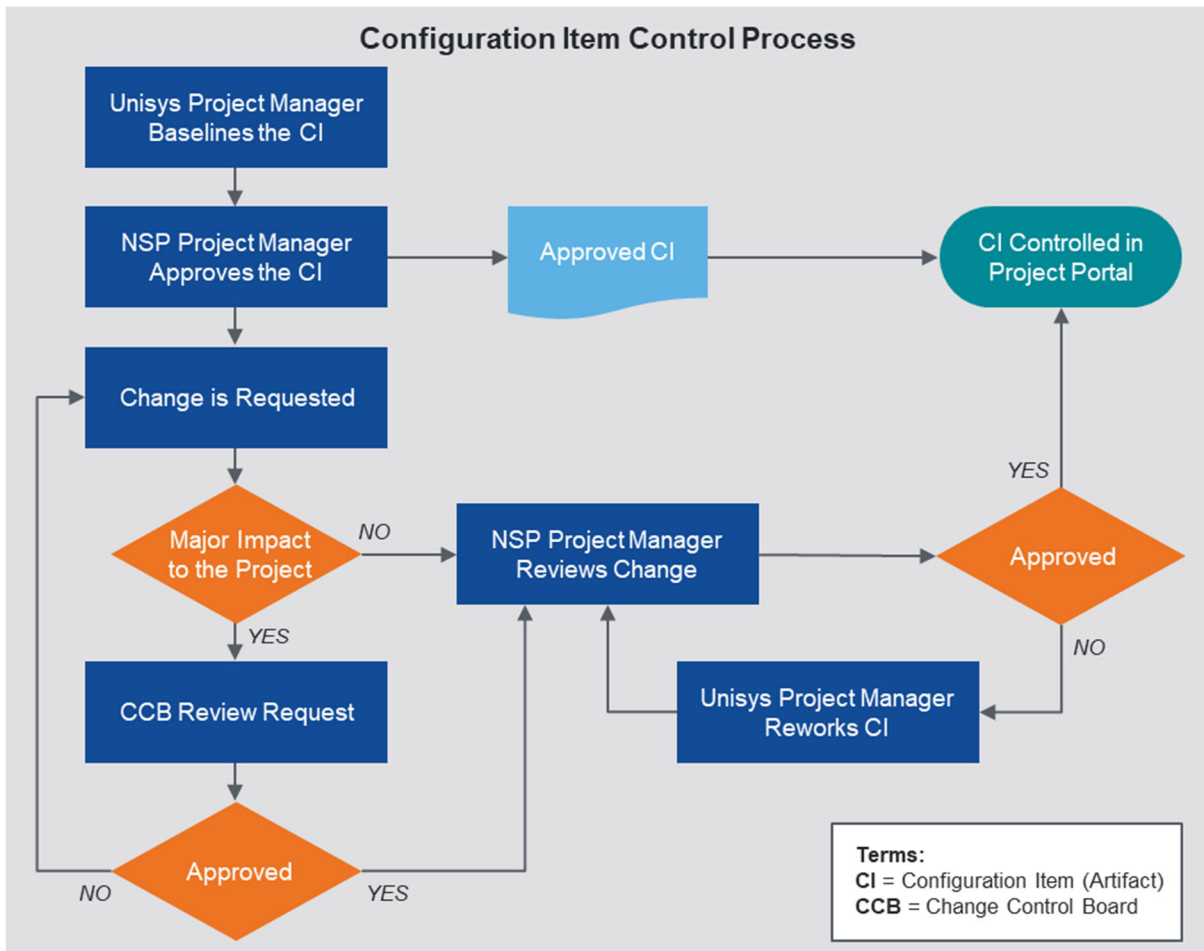
# 1. Configuration Management Approach

## 1.1 Organization

The Configuration Management Plan describes the processes and procedures to control the project's critical Configuration Items (CI). The NSP Project Manager and Unisys Team Project Manager control the configuration process. All CIs begin as original baseline "artifacts" that are approved by the NSP sponsor/Project Manager. The Unisys Project Manager is responsible for controlling and achieving approved CIs in the MSS project portal.

The configuration management process is engaged when changes are required to previously approved CIs. The NSP or Unisys Project Managers may request a change to a CI. Both managers will analyze the change request to determine if there is an impact to the project. Changes having a major impact are submitted to the Change Control Board (CCB) for review and approval. Both managers process the change if approved by CCB. Changes not approved are sent back to the project team for re-evaluation and re-submission.

**Figure 1.1-1** illustrates the Configuration Management (CM) process flow. The diagram shows how CIs are processed by the CCB.



**Figure 1.1-1. Configuration Item Control Process.**

## 1.2 Roles Definition

**Table 1.2-1** provides a list of Configuration Management Roles and Responsibilities:

- NSP Project Manager
- Unisys Project Manager
- Change Control Board (CCB) Member
- Executive Sponsor
- Technology Sponsor
- Information Security Officer
- Technical Manager
- Advisory Workgroup (if required)

- Project Team

**Table 1.2-1. Configuration Management Roles and Responsibilities.**

CM Activity	Skill Requirement/Authority	NSP Executive Sponsor	NSP Technology Sponsor	NSP Security Officer	NSP Project Manager	NSP Technical Manager	NSP Advisory Workgroup	Unisys Project Manager	Project Team
Baseline Configuration Item (CI)	Unisys Project Manager				J	J		S	
Approve CI	Approval Authority NSP Project Manager	J	J	J		J			
Place the CI in the library	Unisys Project Manager				J	J		S	
Identify and submit a needed configuration change	Anyone can submit a change request to the Project Manager	J	J	J	S	J	J	J	J
Develop configuration change request impact analysis	NSP or Unisys Project Manager				J	J		S	S
CCB reviews request (approves, rejects or defers)	Membership on CCB		J	J	S	J		S	
Modify CI (if approved by CCB)	Unisys Project Manager				J	J		J	
		<b>Legend:</b> <b>J = joint/shared responsibility</b> <b>P = primary/lead responsibility</b> <b>S = support/participatory responsibility</b>							

### 1.3 Configuration of Application Builds

The Unisys Team will package each application release or build into a repository for access to all of the software required for that version of the solution component. The file/folder will follow the standard naming convention where the version number of the file/folder is the same as the version number of the solution component. The previous version of the component can be “rolled back” by simply installing the contents of the file/folder into an appropriate environment.

## 1.4 Tools, Environment, and Infrastructure

The Unisys Project Manager will be responsible for archiving CIs in the Unisys Project Portal. Project Portal has the ability to maintain version control and is automatically backed up every night. The Project Portal will maintain the baseline documents and copies of each successive version of CIs should the Project require roll back to a previous version.

The Project Portal URL: <Project Portal (SharePoint) will be setup during project initiation.>

## 1.5 Schedule

See the MSS Modernization Project Plan Baseline and ongoing project plans.

## 2. Configuration Management Activities

### 2.1 Configuration Identification

#### 2.1.1 Configuration Items

The Unisys Team Project Manager will be responsible for configuration management on project contract deliverables and work product including:

- All Formal Project Deliverables and Work Products
- Project Management Office (PMO) Documents - Project Delivery Framework
- Status Reports
- Project Schedule (Project Plan)
- Design Documents
- System Documentation
- Test Plans
- Test Results
- Software Development Lifecycle documents
- User Documentation
- Source Code and Compiled Application Builds
- Software Development Lifecycle
- Software Architecture Documents.

The project configuration items will be maintained with standard MS-Office applications including Microsoft Word, Excel or Project. In addition, the source code will be maintained by each component owner in their respective repositories where software build output will be placed into a repository (i.e. file/folder) for given releases (major/minor/hot patch).

#### 2.1.2 Configuration Item Naming Conventions

Configuration Items will adhere to the following naming conventions:

- Each CI will be date stamped in the file name: [YYYY\_MM\_DD]



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- Each CI will use the contract deliverable name to identify the document: [Name]
- Each CI will identify the version number with “v” followed by the number: [v(#)]
- Each element of the file name will be separated by a blank space: [“ “]

FORMAT: [YYYY\_MM\_DD Deliverable Name v#]

EXAMPLE: “2023\_04\_07 Gap Analysis v3”

The Versioning process:

- Versions for pre-publication documents start at 0.X and are incremented by .1 with each significant revision.
- The baseline version is the first approved version. This will be Version 1.0
- For minor revisions to a baseline document, the fractional portion of the number will be incremented by .1 (example: Version 1.2 has a minor revision, the new version will be Version 1.3)
- For major revisions to a baseline document, the integer portion of the number will be incremented to the next whole number (example: Version 1.3 has major revision, the new version will be Version 2.0)

Software build output will be bundled together in a distribution package in a file/folder (or equivalent) that follows the file naming conventions.

## 2.2 Configuration Control

As discussed elsewhere in this document, any stakeholder or project team member can submit a request for a configuration change to any baseline CI. Changes will be submitted by the Unisys Project Manager to the NSP Project Manager via email with an appropriate description of the proposed change and reason. The Unisys Project Manager or the NSP Project Manager may submit an impact analysis along with change requests. The NSP Project Manager will determine if the impact to the project warrants a review by the CCB. Once the change impact analysis is performed (if needed), the change request will be placed on the CCB agenda for their review and approval (if needed). Once an approved change request has been made, the NSP Project Manager will verify the change before it can be implemented.

## 2.3 Configuration Status Accounting and Reporting

The Unisys Project Manager will submit configuration status updates when any CI requires a change or has been changed. The NSP Project Manager will submit Configuration status reports as part of the

monthly project status report discussed in the Communications Management Plan. Configuration status reports will include updates on CIs including when a CI is baseline or modified; the status of CI change requests; the approval of CI changes; the results of CCB meetings; and CI release dates. CCB meeting notes will be stored in the project directory and will serve as documentation for the CCB's decisions.

## 2.4 Configuration Audits and Reviews

The project team will perform Physical and Functional audits and reviews on all NSP controlled CIs before the CI is moved into the control library. For software builds, Unisys will update the proper technical environment(s) and submit a "package" of software build output and associated technical documentation in zip file (or equivalent) for each component build.

## 2.5 Interface Control

The Unisys Project Manager, NSP Project Manager and Agency Project Contacts may propose changes to the baseline Interface Design Documents. For the interfaces with the various state agency systems, the interface CIs will be controlled by the Unisys Project Manager and the NSP Project Manager. Modifications to the interface CIs will be approved by the NSP Project Manager, the Unisys Project Manager, and the Agency Project Contact.