<Company\_Name> Configuration Management Policy (<D\_Prefix>-CM)

## Overview

Configuration Management (CM) is a discipline that establishes and maintains the integrity of work products using configuration identification, configuration control, configuration status accounting, and configuration audits.

## Goals

The goals of this policy are to ensure that:

1. All configuration management activities are planned.
2. Selected configuration items are identified, controlled, and available.
3. Changes to identified configuration items are controlled.
4. Affected groups and individuals are informed of the status and content of software baselines.
5. The integrity of baselines is verified and maintained.

## Scope

This policy applies to all <Company\_Name> system and software development projects.

### Exemptions

Projects with less than 750 anticipated billable hours are exempt from this policy.

## Policy

1. The responsibilities of CM for each development project shall be explicitly assigned to members of the project team.
2. CM practices shall be implemented throughout the lifecycle of the project or work product.
3. CM shall be implemented for external deliverable work products, designated internal work products, and designated support tools used inside the product.
4. The development projects shall have access to a repository for storing configuration items and associated CM records and data.
5. The product baselines and CM activities shall be audited on a periodic basis.

## Standard Practices

<Company\_Name> projects are to follow the standard business practices for CM as outlined in the *<Company\_Name>* *Configuration Management Process* and the product integration portions of the *<Company\_Name> Design, Development and Integration Process* or a tailored version of those standard practices.

## Responsibilities

Project managers are responsible for implementing this policy on their projects.

The Software Engineering Process Group (SEPG) is responsible for implementing this policy across the organization and for managing the processes engendered by this policy.

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| **<Ceo\_Name>, <Ceo\_Title>** |
| <Month Day, Year> |