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# CONFIGURATION MANAGEMENT PLAN

FOR

## ACIC PROJECT

Version 1.0 approved

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## TABLE OF CONTENTS

<b>1. INTRODUCTION .....</b>	<b>1</b>
<b>2. CM ENVIRONMENT.....</b>	<b>1</b>
<b>3. DIRECTORY STRUCTURE.....</b>	<b>1</b>
<b>4. CONFIGURATION ITEMS, NAMING, AND STORAGE .....</b>	<b>1</b>
<b>5. VERSION/REVISION NUMBERING .....</b>	<b>3</b>
<b>6. MOVEMENT OF CONFIGURATION ITEMS THROUGH THEIR STORAGE AREAS .....</b>	<b>3</b>
ACCESS RIGHTS .....	4
CHANGE CONTROL .....	4
WORKFLOW FOR CHANGE REQUEST .....	4
RECONCILIATION DOCUMENTS.....	4
SOURCE CODE .....	4
RELEASE.....	5
BACKUP.....	5
ARCHIVAL PROCEDURE.....	5
CONFIGURATION AUDIT .....	6
RESPONSIBILITIES OF CONFIGURATION CONTROLLER .....	6

## 1. INTRODUCTION

Omitted.

## 2. CM ENVIRONMENT

- **Operating System:** Windows NT on servers, Windows 98 on PCs.
- **Other Software/tools:** MS Project 4.0, Rational Rose, Requisite Pro.
- **CM Tools:** Visual Source Safe (VSS) for documents, and Visual Age for Java (VAJ) for source files.

## 3. DIRECTORY STRUCTURE

**Project Area:** Itlkec02/ACIC. All directories will be under this.

**Controlled Storage Area for Documents:** Itlkec02/ACIC/vss. In this controlled area, there are directories such HLD, ProgSpecs, ProjectDocs, ProjectMgmt, Requirements, Scope, TestPlans, etc.

**Source Code:** InfosysKEC/C://ivj.dat (file where VAJ keeps the source files).

**Uncontrolled Project Area:** In addition to the controlled directory for VSS, there are separate directories such as ChangeRequest, ImpactAnalysis, Issues, MilestoneReports, ReviewReports, StandardsAndChecklists, StatusReports, Templates, etc. These directories are uncontrolled.

**User Area:** Areas for different users will be ACIC/Users/<UserId>. Each user will follow the structure of the controlled area.

**Review Area:** ACIC/Review. Under this are separate directories such as ProjectDocs, ChangeRequest, TestPlan, etc.

## 4. CONFIGURATION ITEMS, NAMING, AND STORAGE

Only the items that are in controlled areas are mentioned. Standard Infosys naming conventions will be used for naming all document and source files.

<b>Configuration Item</b>	<b>Name</b>	<b>Work Area</b>	<b>Review/ Test Area</b>	<b>Baseline/ Release Area</b>
Project scope document	ScopeDocument.doc			/vss/Scope
Use case catalog	UseCaseCatalog			/vss/Requirements
Screens	Screens			/vss/Requirements
BAR document	BAR			/vss/Requirements
Project plan	ProjectPlan.doc	/Users/ <UserName> /ProjectDocs	/Reviews/ ProjectDocs	/vss/ProjectMgmt
CM plan	CM Plan.doc	/Users/ <UserName> /ProjectDocs	/Reviews/ ProjectDocs	/vss/ProjectDocs
Project schedule	ProjectSchedule.mpp	/Users/ <UserName> /ProjectDocs	/Reviews/ ProjectDocs	/vss/ProjectMgmt
High-level design document	TAD3.0.doc	/Users/ <UserName> /ProjectDocs	/Reviews/ ProjectDocs	/vss/HLD
Program specifications	ProgSpec#<n>	/Users/ <UserName> /ProgSpecs	/Reviews/ ProgSpecs	/vss/ProgSpecs
Unit test plans	UnitTestPlan#<n>.doc	/Users/ <UserName> /TestPlans	/Reviews/ TestPlans	/vss/TestPlans
Sequence diagrams	<Description>SeqDiag	/Users/ <UserName> /ProjectDocs	/Reviews/ ProjectDocs	/vss/ RoseElements/ SequenceDiagrams
Class diagrams	<Description>ClassDiag	/Users/ <UserName> /ProjectDocs	/Reviews/ ProjectDocs	/vss/ RoseElements/ ClassDiagrams
Activity diagrams	<Description>ActDiag	/Users/ <UserName> /ProjectDocs	/Reviews/ ProjectDocs	/vss/ RoseElements/ ActivityDiagrams
Source code	PackageName.Classname	VAJ repository	VAJ repository	VAJ repository
Integration test plan	IntegrationTestPlan	/Users/ ProjectDocs/ TestPlans	/Reviews/ TestPlans	/vss/TestPlans
Test plans	UseCase#<n>.tst	/Users/ <UserName> /TestPlans	/Reviews/ TestPlans	/vss/TestPlans
Closure report	ClosureReport.doc	/Users/ <UserName>	/Reviews/ ProjectDocs	/vss/ProjectDocs

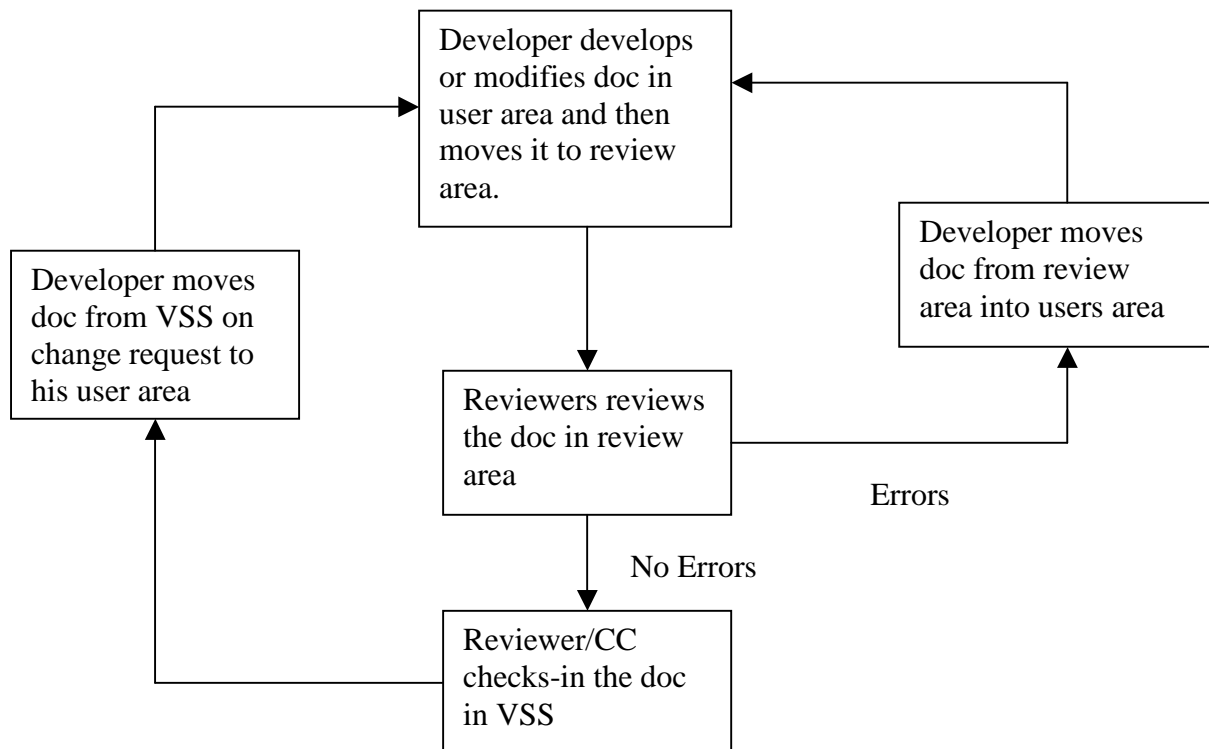
## 5. VERSION/REVISION NUMBERING

**For Software Source Files:** The program source files have an automated-versioning mechanism. The scratch edition will be 1.0. Any major change in source will be assigned version 1.1, 1.2, etc., and minor changes will have versioning 1.1.1, 1.1.2, etc.

**For Documents:** The original version will be numbered 0.0a. Subsequent revisions will be numbered 0.0b, 0.0c, etc. The baseline version will be 1.0. Documents may be changed as a result of redesign or customer change requests. New versions created are numbered 1.1, 1.2, etc.

## 6. MOVEMENT OF CONFIGURATION ITEMS THROUGH THEIR STORAGE AREAS

**Configuration control process for documents:**



**Configuration control process for source code:** The code is reviewed in VAJ. If any changes are to be made, they are made in the open edition in which the user is working.

## Access Rights

**User Area:** Each user has R/W access to his or her area. The project leader has R/W access to all.

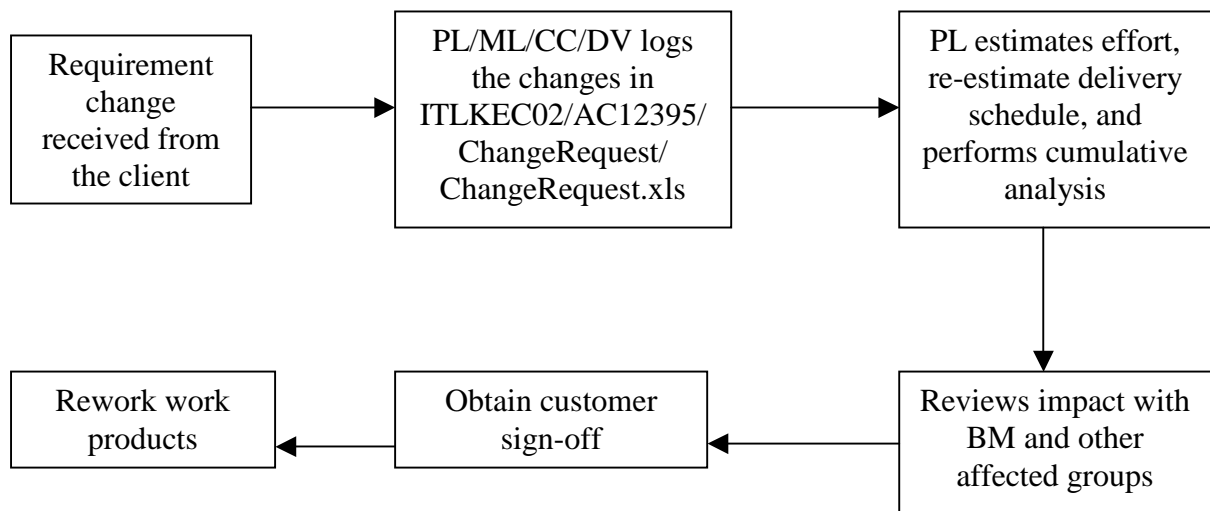
**Review Area:** All have R/W access.

**VSS Area:** All have check-in and check-out rights.

## Change Control

Where is the change request logged?	ChangeRequest.xls
Who logs the change request?	Any team member
Who reviews the change request?	Project Leader
Who approves the change request?	Project Leader or business manager

## Workflow for Change Request



## Reconciliation Documents

All documents are stored in VSS. Only one check-out at a time is allowed.

## Source Code

**Onsite/Offshore Reconciliation:** Refer to the approach paper on VAJ Setup & Reconciliation.

**Interproject Reconciliation:** Interproject reconciliation will be undertaken as soon as there is a release.

**Intraproject Reconciliation:** The class-level reconciliation will be the responsibility of the class owner. Reconciliation dates will be decided in weekly project meetings. VAJ guidelines for reconciliation will be used.

## Release

Configuration Item	Release Area	Responsibility for Building the Release and Releasing	When Released
Source code	VAJ repository	Workspace owner	At the end of the milestone analysis
HLD	/vss/HLD	PL	At the end of high-level design phase

## Backup

Storage Area to Be Backed Up	Backup Media	Numbering Scheme	Frequency	Backup Responsibility
Itlkec15/	Tape	As per Infosys stds.	Weekly	System Administrator
VAJ repository (ivj.dat of server)	ITLKEC02\\ProjectBackup	mmddyyyy.dat	Twice a week	CC
VAJ.icx and .ide files	ITLKEC02\\Users\\<UserName>\\General	mmddyyyy.ide and mmddyyyy.icx	Daily	Users

## Archival Procedure

Archiving will be done by Infosys systems manager using standard procedures.

## Configuration Audit

Type of Audit	Frequency
CC Audit	Every two weeks
Baseline Audit	Once a month
Work product completion	At the end of a milestone
Release	Before release
Surprise audit	Any time

## Responsibilities of Configuration Controller

- CM orientation for project team
- CM tool deployment if applicable
- Configuration item status tracking
- Ensuring backups and archival
- Conducting CM audits as planned
- Generating CM audits reports
- Tracking CM audit discrepancies to closure