# Objective Definition Asset / Product Control Proj assets are its prod's Conf mgmt, id's, tracks & protects the proj's prod's Configuration Identification Each product requires a unique identifier As a minimum, this should include: Project in which the product is created Type of product e.g. document / hardware, etc Configuration Product **Management** Latest version number Tracking the components of a final product & their release versions Configuration Control

- Provide:
  - Mechanisms for managing, tracking and keeping control of all the projects products
  - Safe and secure storage of each product, including controlling access to the product
  - System for logging, tracking and filing all project issues

#### **Baseline**

Snapshot of the state of a product frozen at a point in time

Responsibility

Librarian operates Conf mgmt

If a product changes at a later date, the baselined product acts as a comparison tool

### Conf Mgmt Plan

- IP1 PM creates the Config Mgmt Plan; forms part of PQP
- Defines:
  - How and where products will be stored
  - What filing and retrieval security there will be
  - How products and various versions will be identified
  - Where responsibilities for configuration management lie

## **Issuing Prod** Copies

By librarian should be labelled and numbered as such. Therefore ensuring only official copies are in circulation

- There must be a close liaison between configuration management and change control
- Key element is to identify and control different versions of a product
- A product should not be issued for change to more than one person at a time
- Where possible, the master copy of any product should never be issued, only a copy
- Good place for configuration management is the Project Support Office
- Physically controlling receipt and issue of products
- Keeping track of product status
- Protecting finished products, and controlling any changes to them

### Product Submission

- Needs a procedure
- Could be a submission form
- Enables Librarian to update product status & inform PM

Issuing the **Product** 

- Master should be retained by configuration librarian
- Procedure for issue should cover who to & when it was issued