DATA ITEM DESCRIPTION

1. DID NUMBER: -V5.3
2. TITLE: Configuration Management PLAN
3. DESCRIPTION and intended use

The Configuration Management (CM) Plan (CMP) is the overarching plan for the management and implementation of CM for the Contract. The CMP defines the Contractor's methodologies, systems and processes for meeting the CM requirements of the Contract. The CMP includes the definition of CM activities for all hardware, Software and data (including all data items) associated with the Contract.

The Contractor uses the CMP to:

define, manage and monitor the CM program for the Contract;

ensure that those parties (including Subcontractors) who are undertaking CM activities understand their respective responsibilities, the processes to be used, and the time-frames involved; and

define the Contractor’s expectations for Commonwealth involvement in the provision of CM activities.

The Commonwealth uses the CMP to:

gain visibility into the Contractor’s planning for meeting the CM requirements of the Contract;

gain assurance that the Contractor’s CM activities will meet the requirements of the Contract;

provide a basis for monitoring and assessing the Contractor’s performance in relation to the CM requirements of the Contract;

confirm and coordinate Commonwealth interfaces with the Contractor’s CM program; and

provide input into the Commonwealth’s planning.

1. INTER-RELATIONSHIPS

The CMP is subordinate to the following data items, where these data items are required under the Contract:

Project Management Plan (PMP); or

Support Services Management Plan (SSMP).

The CMP inter-relates with the following data items, where these data items are required under the Contract:

Systems Engineering Management Plan (SEMP);

Software Management Plan (SWMP);

Integrated Support Plan (ISP);

System Review Plan (SRP);

Verification and Validation Plan (V&VP);

Quality Plan (QP); and

Mission System Technical Documentation Tree.

1. Applicable Documents

The following data items form a part of this DID to the extent specified herein:

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| --- | --- |
| Nil. |  |

1. Preparation Instructions
   1. Generic Format and Content

The data item shall comply with the general format, content and preparation instructions contained in the CDRL clause entitled ‘General Requirements for Data Items’.

The data item shall include a traceability matrix that defines how each specific content requirement, as contained in this DID, is addressed by sections within the data item.

* 1. Specific Content
     1. Configuration Management Organisation

The CMP shall describe the CM organisation for the Contract, including:

the functional structure of the Contractor's and Approved Subcontractors’ CM organisation;

lines of authority within the CM organisation and between the CM and engineering and project management organisations;

details of the formal links between the Contractor's CM organisation and Subcontractors; and

the responsibilities and authority of participating groups, organisations and individuals involved in CM, including their role in Configuration Control Boards (CCBs) and Interface Control Working Groups (ICWGs).

* + 1. Configuration Management Integration

The CMP shall:

identify and detail the integration of CM functions with other Contract activities;

detail the Commonwealth’s involvement and responsibilities in the Contractor’s CM process, including the Commonwealth’s involvement in CCBs and ICWGs;

the integration of Approved Subcontractors’ activities with the Contractor’s activities to achieve the CM requirements of the Contract; and

describe the integration of CM functions with other Contract activities, such as System Reviews.

* + 1. Configuration Management Phasing and Milestones

The CMP shall describe and graphically portray the sequence of events and milestones for implementation of CM in phase with major Milestones and events. Where possible, this shall be done by cross-referencing to the applicable document (eg, the SRP). Events should include:

the release and submission of Configuration Documentation in relation to Contract events (eg, System Reviews);

the establishment of internal developmental configuration and contractual baselines;

the implementation of internal and Commonwealth configuration control;

the establishment of CCBs and ICWGs;

the implementation of the Configuration Status Accounting (CSA) system; and

the conduct of configuration audits.

* + 1. Data Management
       1. Specification Tree and Configuration Item List

The CMP shall define the relationship between the specification tree, as captured in the Mission System Technical Documentation Tree, and the Configuration Item (CI) list, and define how these will be managed.

* + - 1. Document Management

The CMP shall define the process and procedures to be used for managing the documentation required for the conduct of the Contract, including both formal deliverables and internal Contractor and Subcontractor documentation.

* + - 1. Drawing Management

The CMP shall define the process and procedures to be used for managing the engineering drawings and shall include:

identification of the engineering drawing practices standard used both by the Contractor and Subcontractors;

a statement of any need for deviation from the content of this standard during the program; and

an overview of the drawing management system including:

a description of any information system tools used (eg, drawing management database) to support the drawing management system; and

a definition of the drawing procedures to be used.

* + 1. Configuration Identification
       1. Selection of Configuration Items

The CMP shall define the procedures for the selection of CIs, and detail the criteria used for their selection. The CMP shall, by inclusion or reference, define the list of CIs and their respective specifications and other defining top-level documentation.

* + - 1. Configuration Identifiers

The CMP shall define the procedures for assignment and physical marking of configuration identifiers, including:

document numbers and revision markings to documentation;

nomenclature, serial numbers and part numbers to hardware; and

software identifiers to software and firmware.

* + - 1. Developmental Configuration

The CMP shall define the procedures for establishing and controlling the documentation and repositories containing the elements of the developmental configuration, including:

the procedures for reporting, processing, tracking, rectifying and recording problems identified in the documentation defining the developmental configuration; and

the procedures for the establishment and control of a documentation library, drawing library and software development library.

* + - 1. Configuration Baselines

The CMP shall define the requirements for establishing Configuration Baselines, and include:

the procedures for the establishment of, at least, the Functional, Allocated and Product Baselines; and

the documentation to be used to define each Configuration Baseline.

* + - 1. Engineering Release

The CMP shall define the procedures for issuing approved configuration documentation, and amendments to this documentation, to functional activities (eg, manufacturing, logistics, and acquisition) within the Contractor's organisation.

* + - 1. Configuration Control

The CMP shall define and detail the functions, membership, responsibilities and authority of the CCBs planned for the Contract.

The CMP shall define the procedures, including Commonwealth involvement, and associated documentation for processing the following:

classification of changes, and the level of authority for change approval / concurrence;

Contract Change Proposals (CCPs);

Major Changes;

Minor Changes;

Applications for a Deviation (and related requests for variance, if applicable);

Advance Change Study Notices; and

Specification Change Notices.

* + 1. Configuration Status Accounting

The CMP shall define the procedures for CSA, including:

methods for collecting, recording, processing and maintaining the data required to provide the status of accounting information through reports and / or access to a CSA system;

a complete description of the CSA system with respect to the areas related to:

the identification of the currently approved configuration documentation and configuration identifiers associated with each CI;

the status of proposed engineering changes from initiation to implementation;

the results of configuration audits, and the status and disposition of discrepancies;

the status of Applications for a Deviation;

the ability to trace changes from the baseline documentation of each CI; and

the effectiveness and installation status of configuration changes to all CIs at all locations;

the relationships between the CSA system held by the Contractor and the CSA systems held by applicable Approved Subcontractors (which may be or may represent respective Original Equipment Manufacturers (OEMs)) for each of the CIs, including:

identifying where the master CSA system for the Mission System, or the major elements thereof, will reside (ie, the system or systems that hold the master data);

if the master CSA system is not held by the Contractor, describing how the CSA systems will interact and interrelate, firstly, to satisfy the requirements of the Contract (eg, to ensure that the data held by the Contractor is always current) and, secondly, to undertake any future upgrades of the Mission System over its life; and

describing the scope boundaries between the CSA system held by the Contractor and the CSA systems held by the applicable Approved Subcontractors; and

identification and description of the reports available from the CSA system and their frequency of reporting and distribution.

* + 1. Configuration Audits

If an SRP is not required under the Contract, the CMP shall:

describe the Contractor’s methodology and processes to establish and conduct Functional Configuration Audits (FCAs) and Physical Configuration Audits (PCAs);

detail, for each audit, the proposed audit venue(s) and the details of the organisation(s) and individuals involved in the audits and their specific audit responsibilities;

define entry criteria, exit criteria and checklist items for each FCA and PCA, incorporating the associated SOW requirements (eg, as may be included in Mandated System Review checklists for FCA and PCA, respectively) and supplemented where required by the Contractor’s internal processes;

describe the plans, procedures, documentation, and schedules for the audits; and

describe the format for reporting results of in-process audits.

If an SRP is required under the Contract, the CMP shall summarise the information contained in the SRP regarding FCA and PCA, and provide any additional information in the CMP necessary to address the information requirements defined under clause 6.2.7.1.

* + 1. Subcontractor Control

The CMP shall define the methods used to ensure that Approved Subcontractors comply with the CM requirements of the Contract.

* + 1. Master Record Indexes

If required under the Contract, the CMP shall define the production and management of Master Record Indexes, including schedule, organisational responsibilities, and maintenance.