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Configuration Management Plan Template

What is Configuration Management Plan Template?

A Configuration Management Plan Template is a structured framework used by Enterprise Solution Architects and Architecture Project Managers to systematically manage and control changes in an enterprise architecture environment, ensuring consistency and integrity throughout the project lifecycle. This template outlines best practices and methodologies, often aligning with frameworks such as TOGAF (The Open Group Architecture Framework), to detail how configuration items will be identified, documented, tracked, and audited. By implementing this template, organizations can ensure that all architectural components—from software applications to hardware installations—are properly managed, fostering smooth collaboration across teams, reducing risks associated with uncontrolled changes, and enhancing the overall governance of enterprise architecture initiatives.

template

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AI Prompt: Configuration Management Plan Template

Imagine you are an [Application Lifecycle Management (ALM) advocate] tasked with developing a robust [Configuration Management Plan Template] for your organization's upcoming software project. Your request is to create a detailed yet adaptable template that can streamline configuration management processes while ensuring compliance with industry standards. Consider examples of effective templates from well-known projects or frameworks, showcasing key sections such as [scope, roles, tools, and processes]. Adjust the template according to the specific needs of different teams, allowing flexibility for integration with existing workflows. The output should be a comprehensive, easy-to-follow guide that facilitates collaboration among cross-functional teams and reinforces best practices in configuration management. To enhance its utility, consider adding a section that includes [potential pitfalls and recommended strategies] to overcome common challenges in configuration management.

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Configuration Management Plan Template

1. Introduction

1.1 Purpose

The purpose of this Configuration Management Plan (CMP) is to outline the processes and procedures for managing configuration items (CIs) in the enterprise architecture.

1.2 Scope

This plan covers all configuration management activities for the organization's architecture assets, including hardware, software, documentation, and any other relevant artifacts.

2. Configuration Management Objectives

- Ensure integrity and traceability of configuration items.
- Maintain consistency of systems and architecture documentation.
- Control changes to the configuration items.
- Facilitate audits and compliance with policies and standards.

3. Configuration Management Roles and Responsibilities

3.1 Configuration Manager

- Oversee the configuration management process.
- Approve changes to configuration items.

3.2 Configuration Control Board (CCB)

- Review and approve proposed changes to configuration items.
- Assess impact of changes on architecture.

3.3 Project Teams

- Maintain and update configuration items.
- Report changes and status to the Configuration Manager.

4. Configuration Identification

4.1 Configuration Items (CIs)

Identify and document all CIs relevant to the enterprise architecture, including:

- Software applications
- Hardware components
- Documentation
- Network configurations

4.2 Naming Conventions

Establish naming conventions for configuration items for consistency and clarity.

5. Change Control Process

5.1 Change Request Submission

Define the process for submitting change requests including:

- A description of the change
- Justification for the change
- Impact assessment

5.2 Change Evaluation

Outline the process for evaluating proposed changes including:

- Assigning a reviewer
- Assessing impact on architecture and other CIs
- Documenting findings and recommendations

5.3 Change Approval

Specify how changes are approved, including who has the authority to approve changes.

5.4 Change Implementation

Describe the steps for implementing approved changes, including:

- Updating relevant documentation
- Notifying stakeholders

6. Configuration Status Accounting

Outline the processes for tracking and reporting the status of CIs, including:

- Regular status reports
- Change history documentation
- Baseline documentation

7. Configuration Audits

7.1 Audit Objectives

Define the objectives of configuration audits, such as:

- Ensuring CIs are listed and accounted for
- Verifying compliance with standards and policies

7.2 Audit Frequency

Determine how often audits will occur (e.g., quarterly, bi-annually).

7.3 Audit Roles

Define roles and responsibilities for conducting audits.

8. Tools and Resources

8.1 Configuration Management Tools

List tools and software used for configuration management, including their purposes and access details.

8.2 Resources

Identify any additional resources needed for effective configuration management.

9. Training and Awareness

Outline the training requirements for personnel involved in configuration management, including:

- Training sessions
- Documentation resources

10. Review and Revision of the CMP

Define the process for reviewing and revising the Configuration Management Plan to ensure it remains current and effective.

11. References

List any references, documents, or standards used in the development of this Configuration Management Plan.

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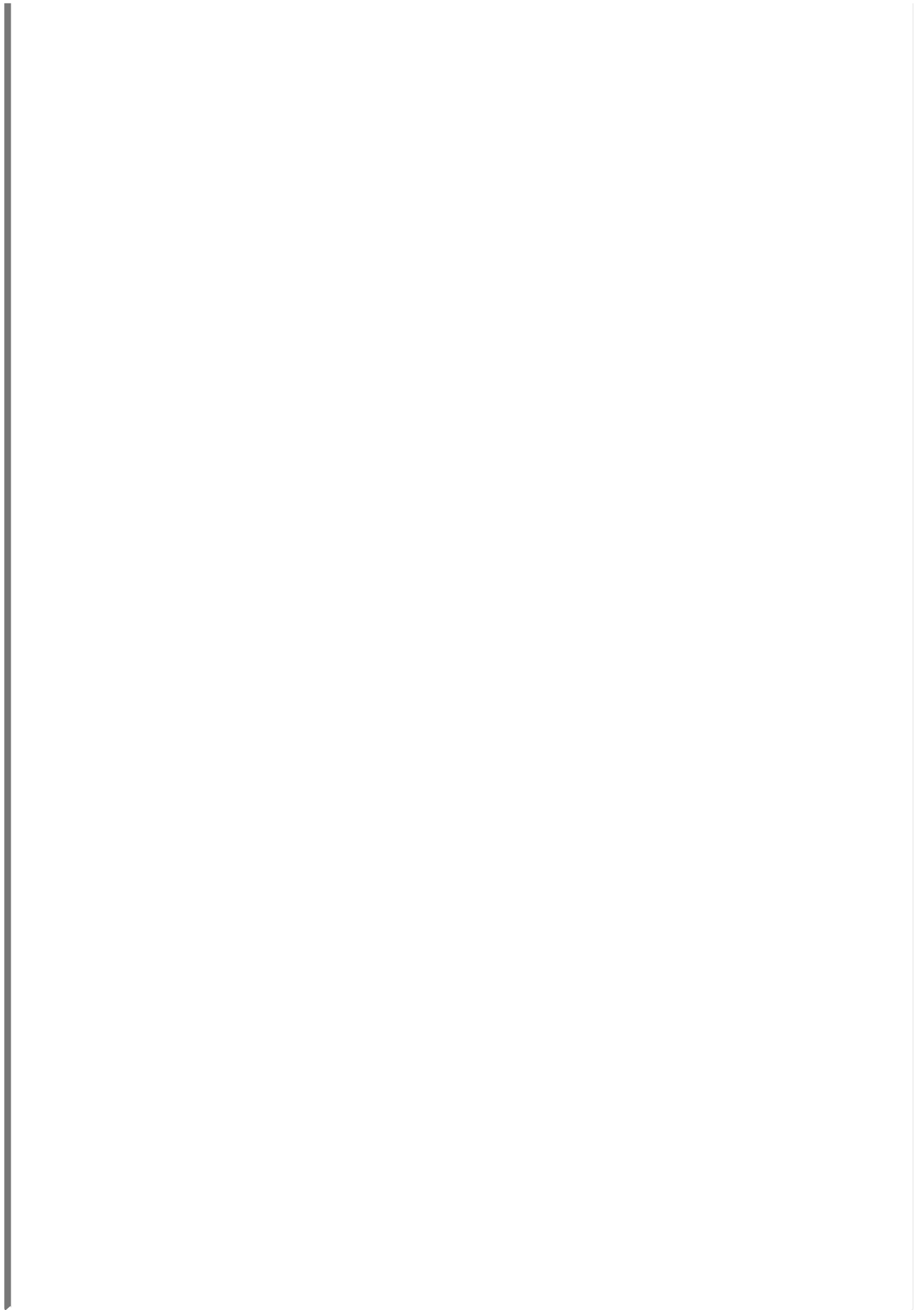
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