

COMPANY NAME

*To complete this document replace the variable (blue) information with the correct information for your project, then change the font color to 'automatic' and eliminate the italics. Help text (red) is provided for assistance and should be deleted before publishing the document. Do not delete instructionsformation in brown **Do not delete any sections of this template**. If a section does not apply, mark the section, "Not Applicable."*

SOFTWARE CONFIGURATION

MANAGEMENT PLAN

\$ PROJECT or SYSTEM NAME \$

Date Created:

\$ Date \$

\$PROJECT or SYSTEM NAME\$

Revision History (Template)

Use this Revision History for revisions to the SCM Plan Template and complete the table below as indicated. Do not delete these instructions.

Document Version	Revision Date	Originator	Revision Description
1.0	xx-xx-20xx	Flo Samuels	Initial Release.
1.1	xx-xx-20xx	Flo Samuels	Reason for Revisions
1.2	xx-xx-20xx	Flo Samuels	Reason for Revisions
1.3	xx-xx-20xx	Flo Samuels	Reason for Revisions
1.4	xx-xx-20xx	Flo Samuels	Reason for Revisions
1.5	xx-xx-20xx	Flo Samuels	Reason for Revisions
1.6	xx-xx-20xx	Flo Samuels	Reason for Revisions
1.7	xx-xx-20xx	Flo Samuels	Reason for Revisions
1.8	xx-xx-20xx	Flo Samuels	Reason for Revisions
1.9	xx-xx-20xx	Flo Samuels	Reason for Revisions

Revision History (Plan)

*Completed by **Product Manager**. Complete a line for each project or each change to a project. For multiple Customer Representatives, complete the Customer Representative table in section 5 of this plan and reference the table wherever Customer Representative information is required. Change the font to regular, automatic color and remove italics. Do not delete these instructions.*

Project	Product or Project Manager	Development Manager	Customer Representative	SCM Representative	Date Revised	Changes	Version No.
<i>\$ Project or System Name \$</i>	<i>\$ Name \$</i>	<i>\$ Name \$</i>	<i>\$ Name \$</i>	<i>\$ Name \$</i>	<i>\$ Date \$</i>	<i>\$ Section number(s) \$</i>	<i>\$ Version \$</i>

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*QS SCM completes the QS SCM sections then works with the **Product, Project, and Development Managers** to complete their respective sections.*

Retain references to completed projects. Variable information is blue, italicized text with dollar signs. Enter the information, change the font color to 'auto,' and remove the dollar signs and italics.

Do not delete any sections of this template. If you feel that a section does not apply, mark it "Project or System Name, Not Applicable."

Review this document periodically for updates. For projects, review and update it at every stage end. The time between reviews must be no greater than six months. If the review indicates that no updates are necessary, enter in the revision log that the review occurred with no updates necessary. Increment the version number.

1. Introduction

The Software Configuration Management (SCM) Plan provides for the following:

- Identification of SCM requirements.
- Reference for information and procedures necessary to perform the SCM activities of the project or production development effort.
- Establishment of methods for using the Configuration Management software system to generate configuration identifiers, track changes, and maintain status accounting, and for performing audits and reviews during the design and development of software configuration items.
- A place to record planning and ongoing SCM information.
- A source of project or production specific information.
- Identification of people responsible for performing project SCM duties.

1.1. Definitions

*Completed by **Product or Development Manager**.*

Configuration Item (CIs) A work product that is placed under software configuration management control.

Configuration A group consisting of a single version of one or more Configuration Items.

Configuration Control The logging and tracking of project change requests, as well as maintaining versions of CI's and Baselines throughout the life of the project.

Configuration Identification The identification in the Configuration Management software system of the CI's (work products treated as a single entity) to be controlled for the project and the libraries in which they will be retained.

Configuration Management A discipline applying technical and administrative direction and surveillance to identify and document the functional and physical characteristics of a configuration item, control changes to those characteristics, record and report change processing and implementation status, and verify compliance with specified requirements.

Configuration Release The planning and scheduling of applications into the production environment.

Release A Baseline that has been formally approved for move to production.

Software Configuration Management A means to establish and maintain the integrity of the work products of the software project throughout the project's life cycle.

Version An instance or occurrence of a Configuration Item, Baseline or Release.

VOB Versioned Object Bases. Repositories, implemented as VOB storage directories, which hold all versions of a CI in a database.

Insert project or system name and project-or system specific definitions/acronyms

\$ Project or System Name \$ \$ Word or acronym \$ \$ Definition \$

2. SCM ACTIVITIES

This section is used to record project or production specific intentions for the following SCM activities:

- Configuration Administration
- Configuration Identification
- Configuration Control
- Configuration Status Accounting
- SCM Audits
- Configuration Release Control

2.1. Configuration Administration

2.1.1. Project or Production Specific SCM Standards

*Completed by **QS SCM Representative and Development Manager.***

The following specific SCM Standards will be implemented to support the project or production effort.

If a project will deviate from a stated standard, copy the affected row, insert it before the row below the copied row, and enter the project name under the Requirement. For example, if the Project X SCM Plan will be updated monthly, copy the SCM Plan Maintenance row and insert it before the Version Management row. Enter the Project or System name under SCM Plan Maintenance in the Requirement column. Indicate the frequency of plan maintenance by replacing the “at the end of each stage” text.

#	Requirement	Approach	Measurement
1	SCM Plan Maintenance	The SCM Plan will be updated at the end of each stage.	80% of SCM Plan updates will be completed on time.
2	Version Management <i>Copy this row for each new project and enter the data.</i>	For <i>\$ Project or System Name \$</i> , all recent versions will be maintained on-line with versions older than <i>\$ time \$</i> being archived. <i>Consider past performance for projects of this nature relative to the frequency of Builds and Releases.</i>	None.
3	Retention Data	After SCM closure, critical CI's, Baselines & Releases will be retained on-line for two years. Other necessary CI's, Baselines & Releases will be archived indefinitely after SCM closure.	None.

#	Requirement	Approach	Measurement
4	Configuration Identification	Configuration Items are identified and stored according to section 2.2.2 below.	
5	Library Allocation/Deletion	A turnaround time of one working day(s) for allocation of a CI library will be achieved. Baseline and Release libraries are allocated through the VOB process.	90% of requests for library allocation will be completed on time.
6	Change Request Tracking	Change Requests are tracked in real time through the Defect Management software system or the Customer Issues software system.	
7	Configuration Storage/Retrieval	Storage and retrieval is real time through the Configuration Management software system.	
8	Configuration Control	CI control is through the Configuration Management software system check-in/check-out process. Baselines are controlled by the Configuration Management software system Build Label process. Releases are controlled by the Configuration Management software system Release Label process.	
9	Configuration Status Accounting Reports and Reviews	Scheduled reporting and reviews will be monthly. Unscheduled reporting or reviews will be handled within two working days.	85% of reports will be completed on time.
11	Configuration Status Accounting Discrepancies	A turnaround time of five working days for resolving status discrepancies will be achieved.	75% of status discrepancies will be resolved on time.
12	Performing SCM Audits	SCM audits will occur at each stage end.	80% of the time audits will be conducted as scheduled.
14	SCM Audit Discrepancies	A turnaround time of five working days for resolving audit discrepancies will be achieved.	75% of audit discrepancies will be resolved on time.

2.1.2. SCM Plan Maintenance

The SCM Plan is maintained throughout the life cycle of the project or system. It is reviewed at the end of each project stage (or at other frequencies, as needed), changed if necessary, approved, and made available to the project or production team.

The plan is stored in private\Proj_SysPlans*\$ SystemName \$ (one time entry)*

The assigned SCM Representative is responsible for maintaining this plan.

Reference SCM Procedure, SCM Plan, section 3.1.

2.1.3. SCM Closure

During SCM Closure (part of Project Closure), the SCM team will perform a final physical SCM audit and perform final “housekeeping”. The audit will verify that all release deliverables are available. “Housekeeping” will include updating and archiving work products contained in the project libraries and branches.

2.2. Configuration Identification & Control

2.2.1. Identify SCM Libraries

*Completed by **Product** or **Development Manager**.*

Duplicate the next line for each project or system.

The data for *\$ Project or System Name \$* will be stored on *\$ ServerName \$*.

The directory structure in Appendix A identifies the library (Configuration Management software system VOB) and directory structure that will be allocated and used by our project or production effort. Additional directories, if any, are listed in the following table:

In the table below, identify additional directories, if any, and the reasons for them. Delete the example.

Project or System Name	Directory Name	Library Identifier (VOB)
<i>\$ Project or System Name \$</i>	<i>\$ Directory Path: \$</i>	<i>\$ server\PROJ_SYSNAME\SOURCE \$</i>

The retention information is addressed in section 2.1.1, items #2 and #3.

Reference SCM Procedure, Identify SCM Libraries, Section 3.2.2.1.

2.2.2. Configuration Item Identification & Control

*Completed by **Product** or **Development Manager**.*

The directory structure in Appendix A identifies Configuration Item categories and Configuration Items. CI Category Descriptions are in Appendix B. All documents within each category will be under version control. Additional CI categories, if any, are identified in the table below.

Version/retention information is addressed in section 2.1.1, items #2 and #3.

New versions of CI's are loaded to the CI library directories described in Appendix A. The version number convention our project or production effort follows is determined by Configuration Management software system rules.

Reference SCM Procedure, Configuration Item Identification and Control, section 3.2.2.2.

In the following table below, identify additional Configuration Item categories, the configuration items in each category, and the library (VOB) where they will be stored. Delete the examples.

Project or System Name	Configuration Item Categories	Configuration Items (Examples)	CI Library
<i>\$ Project or System Name \$</i>	<i>\$ IDE Items \$</i>	<i>\$ Item Name \$</i>	<i>\$ server\PROJ_SYSNAME\ DOCUMENTS \$</i>
<i>\$ Project or System Name \$</i>	<i>\$ Development Environment \$</i>	<i>\$ Item Name \$</i>	<i>\$ server\PROJ_SYSNAME\ SOURCE \$</i>

2.2.3. Configuration Item Naming Conventions

2.2.3.1. Documents

Appendix C lists all current systems and system abbreviations for project naming conventions. Appendix D gives examples of document names to illustrate that the name should have enough letters to be meaningful without spelling out the entire word.

Project Abbreviation (see Appendix C)_ Release number_optional Project sub-category(s) (abbreviations up to six characters)_ document type (see Appendix D)_material addressed_date (6 digits) or version number.

Examples:

- For the Requirements Review document for the Loan Payment project, created June 3, 2011.
Loan_1.1_Paymt_Reqmts_Review_060311.doc
- For the Loan Balance Requirements Review Package, version 5.0
Loan_1.1_Paymt_Bal_Reqmts_RevPack_v5.0

2.2.3.2. Source Code, Data Models, Databases

Source Code: See Java Naming Standards and other language naming standards in Project Notebook.

Data Models and Databases: See Data Modeler Procedure.

2.2.3.3. Project Identification

Duplicate the following line for each project or system and change the project or system name, abbreviation, and release number, as appropriate.

The document naming convention for *\$ Project or System Name \$* is *\$ Project or System Abbreviation_Release Number \$*_Optional Project Sub-Category_document type (see Appendix D)_material addressed_date (6 digits) or version number.

2.2.4. External Configuration Item Identification

*Completed by **Development Manager** and **QS SCM Representative**.*

Following is the list of External Configuration Items used by our project or production effort. These external CI's are required to build the project or production CI's:

Reference SCM Procedure, External Configuration Item Identification, section 3.2.2.3.

Duplicate the following table for each project or system. Make changes where applicable. Identify the configuration items in each category, the version, and the reasons for them. Where there are more than one item per category, list each on a separate row (see example). Delete the examples.

\$ Project or System Name \$				
Configuration Item	Product Name	Version	Org/Role	Comments
Version/Release Configuration Control	<i>\$ Configuration Management software system \$</i>	<i>\$ 1.1 \$</i>	SCM	
Change Control	<i>\$ Defect Management software system \$</i>	<i>\$ 2.1 \$</i>	QS	<i>\$ Defect Tracking \$</i>
Change Control	<i>\$ Customer Issues software system \$</i>	<i>\$ 5.5 \$</i>	QS	<i>\$ Enhancement Requests \$</i>
Operating System on Build Machines			QS	
Service Paks			QS	
Third Party Control			Dev	
Company Dev Object			Dev	
Proprietary/Leased			QS	
Company Tech Lib			Dev	
Common Objects			Dev	
Algorithms			Dev	
Scripts			QS	

2.2.5. Baseline and Release Identification and Control

Baseline and Release CIs are located in the Configuration Management software system project library (VOB) identified in 2.2.1. The CIs are identified in the Configuration Management software system by **Build Labels** and **Release Labels**.

The Label naming convention is:

Build_##(of Version)_##(of Build) **Build_1.0_6** is Build 6 of version 1.0. Note, version is the system version of the project. For example, PN1.2 is the development of version 1.2 of Product Name

RELEASE_##.##(of Version).###(of Release) **RELEASE_1.1.5** is Release 5 of version 1.1.

The project name is not included as the library (VOB) is the project identifier.

Reference SCM Procedure, Baseline and Release Identification and Control, section 3.2.2.4.

2.2.6. Change Request Tracking

If the change request is a defect or enhancement in the Defect Management software system, the project Change Control Board is responsible for tracking the change request for our project or production effort. If the change request is a Service Request or Requirements Change in the Customer Issues software system, the Product Manager is responsible for tracking the change request.

Reference SCM Procedure, Change Request Tracking, section 3.2.2.5 and **Change and Release Management Procedure.**

2.2.7. System Dependencies

*Completed by **Product Manager.***

Our project effort affects the following systems:

Enter a row for each system affected. Copy the Project Name to each row.

Project or System Name	System Affected	Version	Manager	Comments
<i>\$ Project or System Name \$</i>	<i>\$ System Name \$</i>	<i>\$ 2.1 \$</i>	<i>\$ Manager Name \$</i>	

2.3. Configuration Status Accounting

Following is a list of planned SCM Status Accounting reports and meetings, along with their intended frequency:

Reference the SCM Procedure, Configuration Status Accounting, section 3.2.3.

SCM Reports/Meetings	Intended Frequency
CI Status Accounting	Monthly or end of each Stage
CI Discrepancy Report	Within five working days of Status Accounting Meeting
SCM Review Meeting	End of each Stage
SCM Audit	End of each Stage and monthly during Coding and Build Stages

2.4. SCM Audits

*Completed by **QS SCM Representative** after the audits.*

SCM Audits will be performed at each stage end (for projects) or quarterly (for production). The planned dates for these audits are contained in the Microsoft Project Plan Schedule. Following is a summary of audits that have occurred:

Reference the SCM Procedure, SCM Audits, section 2.4 and SCM Audit.doc.

Project or System Name	Audit Date	Auditor Name	Stage	Audit Result
<i>\$ Project or System Name \$</i>	<i>\$ xx/xx/20xx \$</i>	<i>\$ J. Q. Public \$</i>	<i>\$ Design \$</i>	<i>\$ No discrepancies identified \$</i>

2.5. Configuration Release

Duplicate the following paragraph for each project and enter the information.

The e-mails to our *\$ ~project group \$* announcing that releases are ready for deployment to production are sent by the Release Manager, and are located in the Configuration Management software system in the **Build_Release Announce** directory.

Reference the SCM Procedure, Configuration Release, section 3.2.5 and the **Change and Release Management Procedure**.

3. SCM PLAN IMPLEMENTATION

Following is information specific to the SCM activities to be performed by our project or production effort.

3.1. SCM Deliverables

Following is a list of the deliverables to be prepared by our SCM project or production team:

Deliverables	Responsible Role
SCM Plan	SCM Representative
Change Request Log (Defect Management or Customer Issues software systems)	SCM Representative
Configuration Status Accounting Report(s) (Configuration Management software system)	SCM Representative
CI/Baseline/Release Inventory (Configuration Management software system)	SCM Representative
SCM Audit Findings and Recommendations	QS Representative
SCM Closure Reports	SCM Representative
Microsoft Project Plan Schedule (SCM Tasks)	Project or Development Manager

3.2. SCM Tools

*Completed by **QS SCM Representative**.*

Following are the tools (used by the assigned SCM Representative) necessary for the implementation of SCM activities for our project or production effort:

Tool	Name and Version	Function
Word Processor:	<i>\$ Word 2010 \$</i>	<i>\$ Used to create SCM Plan \$</i>
Automated CM Tool	<i>\$ Configuration Management software system \$</i>	<i>\$ Used to maintain CI's, record Baseline/Release inventories \$</i>
Project Scheduler:	<i>\$ Microsoft Project \$</i>	<i>\$ Used to create project schedule \$</i>
Spreadsheet	<i>\$ N/A \$</i>	<i>\$ N/A \$</i>
Graphics Package:	<i>\$ PowerPoint 2010 \$</i>	<i>\$ Used for presentations \$</i>
	<i>\$ Visio 2010 \$</i>	<i>\$ Used for flow charting \$</i>
Data Base	<i>\$ Defect Management software system \$</i>	<i>\$ Used to track change requests \$</i>
Operating System	<i>\$ Windows Vista \$</i>	<i>\$ Explorer – used for copies/moves \$</i>
Other:		

3.3. SCM Project or Production Schedule

The Microsoft Project Plan schedule for our project or production effort has been reviewed to verify that all stage standard SCM activities and milestones are present and may be used to generate reports. The project plan can be found at *\$ Microsoft Project Schedule Location \$*.

3.4. SCM Effectiveness and Efficiency Metrics

*Completed by **QS SCM Representative**. Duplicate the table for each project.*

The following parameters will be used to determine the effectiveness and efficiency of the SCM process:

If the listed metrics are not going to be adopted for system projects, new metrics must still be measurable and capable of comparison over time to the same metrics gathered on other projects.

<i>\$ Project or System Name \$</i>				
Metric	Measured By	Reported By	Reported In	Sources
Configuration control effectiveness	All changes to the baseline are logged and tracked.	<i>\$ QA Representative Name \$</i>	Every Stage End Status Report	<ul style="list-style-type: none"> Defect Management software system Reports Customer Issues software system Reports QS Test Reports

<i>\$ Project or System Name \$</i>				
Metric	Measured By	Reported By	Reported In	Sources
SCM effort efficiency	Tracking SCM effort for each project with a target SCM effort of 2% - 5% of the total effort.	<i>\$ QS SCM Representative Name \$</i>	Every Stage End Status Report	<ul style="list-style-type: none"> Microsoft Project Plan Schedule

4. Reviews

Review and approval are accomplished by e-mail. E-mails are stored in the project's SQA directory. Enter names in tables below to indicate role responsibilities. Enter date when approval e-mail is received.

Certification of Completion to Quality Standards	QA Representative	Date
---	-------------------	------

Approval of Plan

TITLE	NAME	DATE
Product Manager		
Project Manager		
Development Manager		
Customer Representative		
Other Software Manager		
IT Team Manager		
Quality Systems Manager		
Affected Group Manager		

Executive Review

TITLE	NAME	DATE
VP Product Development OR		
VP Production Development		

5. Customer Representative Table

Project Emphasis: does any part of the project specifically apply to this person?

Department	Name	Title	Extension	Project Emphasis

Appendix A: CMM Project Structure for Source Control

Directory Structure	Description
(Product Name)	Name of Product: e.g. Loan Center
(Project Name)	Name of Project: e.g. Loan Center 3.2
_RM	Requirements Management: Requirements (if not stored in Requirements Management software system), Use Cases, Risk Management Plan, Project Charter, Business Case
_SCM	Software Configuration Management: Configuration Status Accounting Docs, Audits, Discrepancy Reports, Defect Management/Customer Issues software systems Reports, Defect Reports
_SPP	Software Project Planning: Estimating Spreadsheet (Scope/Size estimates), WBS, SDP, MS Project Schedule, Tech Pubs Documentation Plan
_SPTO	Software Project Tracking & Oversight: Issues Log, etc.
MtgMinutes	Management Minutes: Management notes, CCB Minutes, Status Meeting Minutes
StageEndReports	Stage End Reports: Stage End Status and Stage End Summary for Exec Council
StatusReports	Status Reports: Weekly Project status reports
_SQA	Software Quality Assurance
Assessment	Assessment: Assessments of CMM work products and processes--checklist
ReviewInsp	Review Inspection: Reviews of CMM Activities--summary, Developer code reviews, etc., Inspections of Use Cases, Requirements, etc.
Test	Test: Test Plan, Test Cases, Test Scripts, Schema Scripts, MAT, FAT, CRUD, Regression tests, Test Results, etc.
Build	Build: Directory for code that is to be migrated to QS; QS should have a "mirror" directory for that code which will be migrated to production
Build Scripts	
Build Tools	
(Module Component 1)	Module Component Name: Java, VB, FoxPro, ASP, etc.
(Module Component 2)	Module Component Name: Java, VB, FoxPro, ASP, etc.
(Module Component n)	Module Component Name: Java, VB, FoxPro, ASP, etc.
Database	Database Database Repository
(Database 1)	Database: Name of Database, Customers, Loan_Data, etc.
DDL	Data Definition Language: SQL mechanism to alter or create DB storage structure.
Logons	Logons: scripts that define a logon to an instance of SQL and users and roles which relate to a single database instance
Rules	Rules: a database object bound to a column or user-defined data type that specifies what data can be entered in that column.

Directory Structure	Description
<ul style="list-style-type: none"> └─ Scripts 	<p>Scripts: transact-SQL statements used to perform an operation.</p>
<ul style="list-style-type: none"> └─ SPs 	<p>Stored Procedures: an executable database object stored in the database.</p>
<ul style="list-style-type: none"> └─ Triggers 	<p>Triggers: stored procedure that is automatically executed as part of a data modification statement.</p>
<ul style="list-style-type: none"> └─ Views 	<p>Views: a logical way of looking at the physical data located in the DB tables.</p>
<ul style="list-style-type: none"> └─ (Database <i>n</i>) 	<p>Database: Name of Database, Customers, Loan_Data, etc.</p>
<ul style="list-style-type: none"> └─ DDL 	<p>Data Definition Language: SQL mechanism to alter or create DB storage structure.</p>
<ul style="list-style-type: none"> └─ Logons 	<p>Logons: scripts that define a logon to an instance of SQL and users and roles which relate to a single database instance</p>
<ul style="list-style-type: none"> └─ Rules 	<p>Rules: a database object bound to a column or user-defined data type that specifies what data can be entered in that column.</p>
<ul style="list-style-type: none"> └─ Scripts 	<p>Scripts: transact-SQL statements used to perform an operation.</p>
<ul style="list-style-type: none"> └─ SPs 	<p>Stored Procedures: an executable database object stored in the database.</p>
<ul style="list-style-type: none"> └─ Triggers 	<p>Triggers: stored procedure that is automatically executed as part of a data modification statement.</p>
<ul style="list-style-type: none"> └─ Views 	<p>Views: a logical way of looking at the physical data located in the DB tables.</p>
<ul style="list-style-type: none"> └─ DesignDocs 	<p>Design Documents: Design documents for the application.</p>
<ul style="list-style-type: none"> └─ PostMortemDocs 	<p>Post Mortem: Post mortem document revision for each release</p>
<ul style="list-style-type: none"> └─ Production 	<p>Production: Application Run Book, Maintenance Schedule, Maintenance Log</p>
<ul style="list-style-type: none"> └─ Source 	<p>Source: Source code</p>
<ul style="list-style-type: none"> └─ (Module Component 1) 	<p>Module Component Name: Java, VB, FoxPro, ASP, etc.</p>
<ul style="list-style-type: none"> └─ Doc 	<p>Documents: JavaDoc, etc.</p>
<ul style="list-style-type: none"> └─ Examples 	<p>Code examples in documents:</p>
<ul style="list-style-type: none"> └─ Images 	<p>Graphic Images Repository:</p>
<ul style="list-style-type: none"> └─ OnLineHelp 	<p>OnLineHelp: Help within application</p>
<ul style="list-style-type: none"> └─ (Module Component <i>n</i>) 	<p>Module Component Name: Java, VB, FoxPro, ASP, etc.</p>
<ul style="list-style-type: none"> └─ Doc 	<p>Documents: JavaDoc, etc.</p>
<ul style="list-style-type: none"> └─ Examples 	<p>Code examples in documents:</p>
<ul style="list-style-type: none"> └─ Images 	<p>Images:</p>
<ul style="list-style-type: none"> └─ OnLineHelp 	<p>OnLineHelp: Help within application</p>
<ul style="list-style-type: none"> └─ UserDocs 	<p>User documents: user guide, etc.</p>
<ul style="list-style-type: none"> └─ UserCopy 	<p>User Hard Copy: Help with application manual</p>
<ul style="list-style-type: none"> └─ Project Name 	
<p>Repeat of preceding directory structure</p>	

Appendix B: CI Category Descriptions

CI Categories	Definition
Builds for delivery to customers	Object code or executables resulting from compiling the program module(s) after acceptance test and installation test stages are certified by customers for release to production or for distributed deployment (a.k.a. production builds).
Builds for development activity	Object code or executables resulting from compiling the program module(s) during unit testing, integration testing, system testing and acceptance testing stages (a.k.a. test builds).
Compilers and developer support tools	Software or hardware tools that aid the developers in creating builds for development activities or for delivery to customers. Compilers are used to translate and execute program modules (source) to produce executables.
Data dictionaries & various cross references	A description of the general contents and characteristics of each data type in a given database. Cross references show relationships between data within the same database or with other databases.
Database Engines	Database software capable of sophisticated data manipulation, query, definition, control, etc.
Database Schemas	A description of how the entire database contents are structured and described.
Design documents	Diagrams, specifications, reports, logical and physical models, pictures or visual materials showing how the system works, how data is captured and how the system interfaces with other systems.
Project documentation	Project documents, e.g., Project Plan, SCM Plan, Quality Plan, Scope and Requirement Models. The Plan documents are all dynamic; i.e., they can be changed anytime during the course of the project. However, it is highly recommended these documents be prepared at the beginning of the project and modified, as necessary, throughout the project life cycle.
Process-related documents	Policies, procedures, standards and guidelines followed by the project.
Program Modules (source)	Program modules, components or routines.
Test Cases or Business Test Scenarios	A list outlining the most probable business scenarios an end user will perform when using the application/system, along with the most likely results for every business scenario.
Test data	A group or set of dummy data or sample production data used to test builds.
Test Plans	High level plans written after the logical and physical design to facilitate comprehensive testing. For example, unit test plan, integration test plan, etc..
Training Manuals	Documentation written for application/system trainers showing how to effectively and efficiently train users in the use of the system/application.
User Manuals	Documentation showing users how to use all functions/features in a given application/system. Business procedures relating to the functions and features and functional interfaces with other applications/systems are included.

Appendix C: CI System/Project File Names

System Name	File Name
Loan Center	LoC
Customer Issues (Integration/Customization)	Culs

Appendix D: CI Document Example Abbreviations

Document Type	Abbreviation
Data	Data
Data Elements Spreadsheet	DataElem
Database	DB_Name of Database
Design	Design
Design, Logical	Design_Log
Design, Physical	Design_Phys
Documentation Specifications	DocSpec
Issue Log	Issues
Project Plan	ProjPlan
Release Notes	RelNote
Release Notes, Build	RelNote_Build
Release Notes, Patch	RelNote_Patch
Release Plan	RelPlan
Requirements	Reqmts
Review Package	RevPack
Schedule	Sched
Specifications	Spec
Status	Status
Technical Architecture	Tech_Arch
Test Plan, QS	TestPlan_QS
Use Cases	UseCas