

STUDENT FINANCIAL ASSISTANCE (SFA) CONFIGURATION MANAGEMENT (CM) POLICY



Section 1 - General

1.1 Description

This document establishes the policy for implementing configuration management for Student Financial Assistance (SFA) information technology initiatives.

1.2 Purpose

The purpose is to establish Configuration Management (CM) at the SFA to ensure that information system integrity is established and maintained throughout the system development life cycle.

1.3 Audience

All personnel involved in configuration management activities throughout a system's development life cycle

1.4 Policy Statements

1.4.1 Configuration Management shall be performed at the Enterprise and Project Levels within the SFA.

1.4.2 An SFA Configuration Management Process Guide shall be created and maintained by the SFA Chief Information Office to provide implementation guidance for the following four processes:

- Configuration Identification
- Configuration Control (i.e. Change Control)
- Configuration Status Accounting
- Configuration Baseline Auditing

1.4.3 At the Enterprise Level

- Enterprise Level CM shall be applied to changes that impact multiple systems or system interfaces, to include changes to IT standards, Enterprise Architecture hardware and software components, and SFA-wide high level functional requirements.
- Enterprise Level CM processes shall be documented in an Enterprise CM Plan.
- The location within the SFA organizational structure of the Change Control Group (CCG) is to be determined.

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1.4.4 At the Project Level

- All IT projects shall assign responsibility and allocate resources for CM.
- All IT projects shall implement CM throughout the system's life cycle for all software products, associated hardware and documentation.
- All IT projects shall establish or have access to a repository for storing configuration items and associated CM records.
- All IT project baselines and CM activities shall be audited on a periodic basis.
- Project CM processes shall be documented in a project specific CM Plan.
- Each project shall establish a CCG for managing the project baselines.

Section 2 - Responsibilities

2.1 CM Lead

- Maintains vision of CM across SFA
- Has accountability for CM program
- Reviews CM/CCG activities with senior management on a periodic basis
- Plans CM/CCG activities
- Manages:
 - Configuration Management Plan (CMP) development
 - SFA baseline documents
 - Repository and access authority
 - Audit activities
 - Change control processes
 - Orientation/training
 - Metrics
- Coordinates tool support
- Coordinates SFA wide CM/CCG issues

2.2 CCG Facilitator

- Receives and administers enterprise level change requests and problem reports
- Manages CCG meetings
- Coordinates baseline decisions
- Coordinates configuration item decisions
- Coordinates products from the library
- Elevates unresolved CCG issues

2.3 Secretariat

- Edits Configuration Management Plan (CMP)
- Drafts correspondence for SFA communication
- Drafts correspondence for the CM/CCG members
- Drafts meeting minutes and decisions
- Develops and integrates metrics into reports

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2.4 Software Librarian

- Manages baseline library
- Administers library access
- Updates baseline
- Creates products from the baseline
- Acts as helpdesk for baseline library support
- Identifies and indexes configuration items
- Develops library metrics

2.5 Trainer

- Builds CM/CCG training materials
- Maintains CM/CCG training materials
- Maintains repository training materials
- Trains new CM/CCG personnel
- Trains repository users
- Orients project personnel

2.6 Auditors

- Conduct audits on a periodic basis of all projects under CM control
- Provide audit preparation assistance and orientation

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Section 4 - Authorization Page

This policy was reviewed and approved by:

Signature _____ Date _____

Signature _____ Date _____