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**Rational Tool Implementation
Support Team
Tool Evaluation Checklist
11/16/01**

This document organizes, in an outline form, some of the important topics to be considered when implementing a configuration management system for a project. One effective use of this document would be for the project life cycle leads and the CM system architect to conduct several Question and Answer discussions to iterate through the topics contained in this document. It is suggested to update this document with results of the Q & A forums so that this document serves as input to the design and implementation of an effective CM system. It is also recommended to periodically distribute within the team. This checklist will also be customized to the team's needs based on the results of the Q & A sessions conducted.

Project Business Context

- **Organizational Structure Definition**

- ❑ Project members and roles
- ❑ Hierarchy or organizational chart
- ❑ Project roster with required information to administer domain and ClearCase accounts
- ❑ Determine users and groups scheme

Notes:

- **Customer Drivers**

- ❑ Compliance requirements
- ❑ Customer descriptions and uniqueness

Notes:

- **Customer Service Drivers**

Notes:

- **Marketing Drivers**

Notes:

- **Production Support/Operations Drivers**

- ❑ Describe high level operations support

Notes:

- **Subcontractor/Partnership Drivers**

- Determine users and groups scheme
- Describe high level subcontractor and partnership relationships
- Describe relationships with external groups

Notes:

Project CM Context

- **Project Overview**

- Code base size estimates

Notes:

- **Project Environment (software/hardware/network)**

Notes:

- **Development Process**

Notes:

- **Project Work Products**

Notes:

- **Existing Change Management Process**

- Describe existing procedures, including location

Notes:

- **Existing Version Management Process**

- Describe existing procedures, including location

Notes:

- **Existing Build Management Process**

- Describe existing procedures, including location

Notes:

- **Existing Release Management Process**

- Describe existing procedures, including location

Notes:

- **Host Management Process**

- Describe if and how production test and development host access is controlled

Notes:

- **Quality Drivers**

- Compliance requirements

Notes:

Project Technology Context

- **Configuration Management Tool Drivers**

Notes:

- **Development Tool Drivers**

Notes:

- **Testing Tool Drivers**

Notes:

- **Requirements Tool Drivers**

Notes:

- **Other Tool Drivers**

Notes:

- **Hardware Drivers**

Notes:

- **Network Drivers**

- Describe the network topology
- Describe network operating system and administration

Notes:

- **Systems Administration Drivers**

- Network and domain account administration
- Existing groups

Notes:

- **Database Administration Drivers**

Notes:

- **Important milestones, events, schedules**

Notes:

<u>Action Item:</u>	<u>Date:</u>	<u>Assigned To:</u>