

**Solutions Life Cycle (SLC)
Configuration Management (CM) Deployment
CM Peer Review Questionnaire**

Date:
Project Name:
Session #
Reviewee(s) in Attendance:
CM Deployment Team Member(s):
SLC Phase:

Note: This questionnaire is designed for use by the Project CM lead in conjunction with the CM Deployment Team to assist in project CM activities. It can also be used as a reference in preparation for reviews by Quality Assurance, Quality Process Improvement (QPI) and CM Deployment.

Question #	Questions	Capability Maturity Model (CMM) CM Feature (see CMM Reference Worksheet)	Response	Description/Comments	Reference Location
1	Has a CM Lead been identified?	Ability 1	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a		
2	Is there a group at the project level that has the authority to manage the project's baselines?	Ability 1	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a		
3	Has a CM Plan been developed and documented?	Activity 2	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a		
4	If CM Plan exists, has it been reviewed and approved by project management?	Activity 2	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a		
5	If CM Plan exists, is it updated and maintained as needed?	Activity 2	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a		
6	Are work products (software, data, requirements, designs, processes, documents etc.) to be placed under CM documented as "Configuration Items" (CI)?	Activity 4	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a		
7	Are CM activities reviewed with senior management on a periodic basis? Describe.	Verification 1	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a		
8	Is there a group responsible for coordinating and implementing CM for the project? Name members.	Ability 2	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a		

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9	Were members of the CM team trained?	Ability 4	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a		
10	Was a documented procedure followed in order to prepare the team's CM Plan?	Activity 1	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a		
11	Are CM activities reviewed on a regular basis?	Verification 2	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a		
12	Does the project have Quality Assurance reviews, such as QPI, IV&V or CM Deployment, of the CM activities and work products?	Verification 4	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a		
13	Have members of the solutions development team or other related teams received training in the performance of their CM activities?	Ability 5	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a		
14	Are baselines stored?	Activity 3	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a		
15	Does the team have documented change request /problem reports for all configuration items?	Activity 5	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a		
16	Are procedures in place for changes to baselines?	Activity 6	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a		
17	Are products from the baseline library created and is their release controlled according to a documented procedure?	Activity 7	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a		
18	Is the status of configuration items recorded according to a documented procedure?	Activity 8	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a		
19	Does the project follow a written policy to implement CM?	Commitment 1	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a		
20	Are adequate resources and funding provided for performing the CM activities?	Ability 3	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a		

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21	Are measurements made and used to determine the status of the CM activities (Metrics)?	Measurement 1	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a		
22	Are standard reports documenting the CM activities and the contents of the baseline developed and made available to affected groups and individuals?	Activity 9	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a		
23	Are there documented procedures in place for conducting baseline audits?	Activity 10	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a		
24	Does the CM group periodically audit baselines to verify that they conform to the documentation that define them?	Verification 3	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a		

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Software Engineering Institute (SEI) Capability Maturity Model (CMM) Configuration Management Features	Software Engineering Institute (SEI) Capability Maturity Model (CMM) Configuration Management Features
Ability 1: A board having the authority for managing the project's baselines (i.e. Change Control Group) exists or is established.	Activity 9: Standard reports documenting the CM activities and the contents of the baseline are developed and made available to affected groups and individuals.
Ability 2: A group that is responsible for coordinating and implementing CM for the project (i.e. CM Team) exists.	Activity 10: Baseline audits are conducted according to a documented procedure.
Ability 3: Adequate resources and funding are provided for performing the CM activities.	Commitment 1: The project follows a written SFA policy for implementing configuration management (CM).
Ability 4: Members of the CM Team are trained in the objectives, procedures, and methods for performing their CM activities.	Goal 1: Configuration management activities are planned.
Ability 5: Members of the solutions development group and other related groups are trained to perform their CM activities.	Goal 2: Selected work products are identified, controlled, and available.
Activity 1: A CM plan is prepared for each project according to a documented procedure	Goal 3: Changes to identified work products are controlled.
Activity 2: A documented and approved CM plan is used as the basis for performing the CM activities.	Goal 4: Affected groups and individuals are informed of the status and content of configuration item baselines.
Activity 3: A configuration management library system is established as a repository for the baselines.	Measurement 1: Measurements are made and used to determine the status of the CM activities.
Activity 4: The work products to be placed under configuration management are identified.	Verification 1: The CM activities are reviewed with senior management on a periodic basis.
Activity 5: Change request and problem reports for all configuration items/units are initiated, recorded, reviewed, approved, and tracked according to a documented procedure.	Verification 2: The CM activities are reviewed with the project manager on both a periodic and event-driven basis.
Activity 6: Changes to baselines are controlled according to a documented procedure.	Verification 3: The CM group periodically audits baselines to verify that they conform to the documentation that defines them.
Activity 7: Products from the baseline library are created and their release is controlled according to a documented procedure.	Verification 4: The quality assurance group reviews and/or audits the activities and work products for CM and reports the results.
Activity 8: The status of configuration items/units is recorded according to a documented procedure.	