# Configuration Management Plan

**Purpose:***The Configuration Management Plan outlines the process, responsibilities, and tools used to manage and control the configuration of hardware and software across the lifecycle of the system or project. This includes identifying configuration items, controlling changes, and ensuring system integrity through regular audits.*

## 1. Introduction

This document describes the approach to configuration management for the **{projectName}** project. It is intended for use by project management, system administrators, engineers, and other stakeholders to ensure consistent application of configuration practices.

## 2. Configuration Management Objectives

* Establish a centralized configuration repository
* Maintain integrity and traceability of configuration items
* Ensure controlled changes through a structured process
* Support audits and status reporting

## 3. Roles and Responsibilities

|  |  |
| --- | --- |
| **Role** | **Responsibility** |
| {#roles}{roleName} | {responsibility}{/roles} |

## 4. Configuration Items

The following items have been identified as configuration items that fall under the control of this plan:

{#configItems}

* **{itemName}:** {itemDescription}

{/configItems}

## 5. Configuration Identification

Each configuration item will be uniquely identified using the following naming convention: **{namingConvention}**.

## 6. Configuration Control

Configuration changes will be managed through the Configuration Change Control Board (CCCB). All proposed changes must be submitted via a Configuration Change Request (CCR) form which includes description, impact assessment, and approvals.

{#changeControlTools}**Change Control Tool:** {toolName}  
*Description:* {toolDescription}{/changeControlTools}

## 7. Configuration Status Accounting

The status of each configuration item will be regularly tracked and documented. Reports will be generated weekly to include open change requests, approval status, and item versions.

## 8. Configuration Audits

Audits will be conducted periodically to verify configuration baselines, ensure compliance with configuration procedures, and validate records.

{#auditSchedule}

* {auditType}: Scheduled every {frequency}

{/auditSchedule}

## 9. Tools and Resources

|  |  |  |
| --- | --- | --- |
| **Tool Name** | **Purpose** | **Primary User** |
| {#tools}{toolName} | {toolPurpose} | {primaryUser}{/tools} |

## 10. Glossary

{#glossary}

* **{term}:** {definition}

{/glossary}

## 11. Approval

|  |  |  |
| --- | --- | --- |
| **Name** | **Role** | **Date** |
| {#approvals}{name} | {role} | {date}{/approvals} |

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