

ERA Business Process Name: Configuration Control Process
Process Owner CM Team
Description: This procedure describes the CR process from submission to closure of the CR.
Primary Product: Change Requests
Triggers: A CR is submitted by ERA stakeholders
Purpose: CR's are used to submit desired changes to Configuration Items for consideration by the ERA CCB.

Standard Path:

Steps	Description of Activity	Responsibility	ClearQuest State
1.	Identify need for a change	Originator	
2.	Enter CR into Rational Clearquest (For complete instructions on use of Clear Quest refer to Clear Quest User Guides located @ ERA Change Request Client Users Guide.pdf CR Submit CQWeb Users Guide.pdf	ERA CCB Secretariat	Submitted
3.	Review CR and determine if LMC Impact Analysis is needed <ul style="list-style-type: none"> • Yes (Go to step #4) • No (Go to step #5) 	ERA CCB Secretariat	
4.	A high level analysis of the change is conducted	LMC	
5.	Assemble CR package and send it to CCB Pre-Screening committee to perform Govt. Impact analysis.	ERA CCB Secretariat	
6.	Conduct Government Impact Analysis and CCB Secretariat assemble results.	Pre-Screening Committee	
7.	Schedule ERA PMO CCB meeting and distribute packages to CCB members review.	ERA CCB Secretariat	
8.	CCB review the change and determine the CR disposition	ERA PMO CCB	CR Reviewed
9.	Is this a PMO change <ul style="list-style-type: none"> • Yes (Go to step # 21) • No (Go to step #10) 	ERA PMO CCB	
10.	Is a proposed solution presented? <ul style="list-style-type: none"> • Yes (Go to step # 11) • No (Go to step #14) 	ERA PMO CCB	
11.	Proposed solution accepted? <ul style="list-style-type: none"> • Yes (Go to Step #15) • No (Go to Step #12) 	ERA PMO CCB	
12.	Rework Required? <ul style="list-style-type: none"> • Yes (Go to step #23) • No (Go to step 29) 	ERA PMO CCB	

13.	Approved for analysis? <ul style="list-style-type: none"> • Yes (Go to Step #17) • No (Go to Step # 28) 	ERA PMO CCB	
14.	Change deferred? <ul style="list-style-type: none"> • Yes (Go to Step #7) • No (Go to Step #13) 	ERA PMO CCB	
15.	Exceptions Met? <ul style="list-style-type: none"> • Yes (Go to step #25) • No (Go to step 16) 	ERA PMO CCB	
16.	Funding Available for the change <ul style="list-style-type: none"> • Yes (Go to step #19) • No (GO to Step #27) 	ERA Budget Analyst	
17.	Funding Available for the analysis <ul style="list-style-type: none"> • Yes (Go to step #18) • No (Go to step #28) 	ERA Budget Analyst	Assigned
18.	Authorize evaluation <ul style="list-style-type: none"> • Go to Step #24 	ERA CO/COR	
19.	Authorize Work to begin	ERA CO/COR	
20.	Follow Release Management Process	RM	Opened
21.	Implement Changes	ERA Responsible Party	Resolved
22.	Follow Peer Review Process <ul style="list-style-type: none"> • Go to step #29 	ERA QM	QM Reviewed
23.	Solution not accepted rework is required. (Go to step #7)	LMC	
24.	Develop the SIG White paper <ul style="list-style-type: none"> • Go to step #7 	LMC	
25.	Review required by the Program Director	ERA PD	
26.	Requested changes have been approved? <ul style="list-style-type: none"> • Yes (Go to step 19) • No (Go to step 29) 	ERA PD	
27.	On hold until funds available for implementation <ul style="list-style-type: none"> • Yes (Go to step #19) • No (Go to step #29) 	ERA Budget Analyst	
28.	Request for change is on hold until funds are available <ul style="list-style-type: none"> • Yes (Go To Step 18) • No (Go To Step 29) 	ERA CCB Secretariat	
29.	Update status of CR in CQ. Advise Submitter.	ERA CCB Secretariat	

Inputs:

- Change Request Description

- **CCB Screening Membership:**

Pre-Screening Committee consists of Engineering Manager, Project Manager, Security Manager, Testing Manager and Pre-Screening Secretariat.

- **Role:**

The committee members will review and analyze the CR, with the support of LMC, to determine any technical and/or cost implications. The analysis will provide insight into the feasibility and desirability of the proposed change as well as the impact to the operation baseline. The committee will provide the CCB with their recommendations for the disposition of each CR which should include the validity of the requested change the committee's proposed technical solution and the Government's cost estimate. The committee should provide recommendations to the CCB within two weeks of the request or provide a justification as to why additional time is needed for their recommendations.

List of Exceptions: The following exceptions are referred to ERA Program Director for resolution:

- A change that will cause the schedule delay to the Test Readiness Review (TRR).
- A change that will result in over \$100,000 of additional cost to the program.

Definitions:

- Change Request: A CR is used to request a change to a CI that has been baselined and placed under CM control. ERA uses ClearQuest to document the submission of a request, track its status, and document the evaluation of the potential impact of a change to the affected CIs.