



Configuration Management Baseline Webinar

Presented By: Lisa July for the Digital Enterprise Society



Topic Agenda

- ▶ Instructor Introduction
- ▶ History of our program
- ▶ Learning Objectives
- ▶ Purpose of a Baseline
- ▶ Standard Baseline Types
- ▶ Baseline Procedure Introduction
- ▶ Baseline Procedure Map
- ▶ Baseline Procedure Activities (High-level)
- ▶ Sample Baseline Report
- ▶ Audience Questions

Presenter Introduction



Lisa July
VP of Data Intelligence
J2E Technology, LLC

- ▶ Prior Military, U.S. Navy (Data Systems Technician)
- ▶ Information Technology Background
 - ▶ Commercial and Government experience
 - ▶ Support Desk/SW Coding/ Implementation/Business Advisor
- ▶ Configuration Management Experience
 - ▶ Emphasis in Data Management procedures
- ▶ Formally Trained Instructor
 - ▶ Curriculum Developer
 - ▶ ILT (In class and Remote)

History of This Baseline Procedure

- ▶ Problem: Our customer is unable to produce proper Baselines
 - ▶ Requirement exists to have them
 - ▶ Customer unsure how to proceed
- ▶ Solution: Guidebook Implementation
 - ▶ A guidebook was written, tested and approved
 - ▶ Using Industry and Government references
 - ▶ Included Templates and other Job Aides
 - ▶ CM Initiative was started
 - ▶ Morphed into a command-wide Program (CM as a service)

Learning Objectives

- ▶ At the end of this webinar, the audience will be able to:
 - ▶ Describe the purpose of a baseline
 - ▶ Define standard baseline types
 - ▶ Identify the activities in the baseline procedure

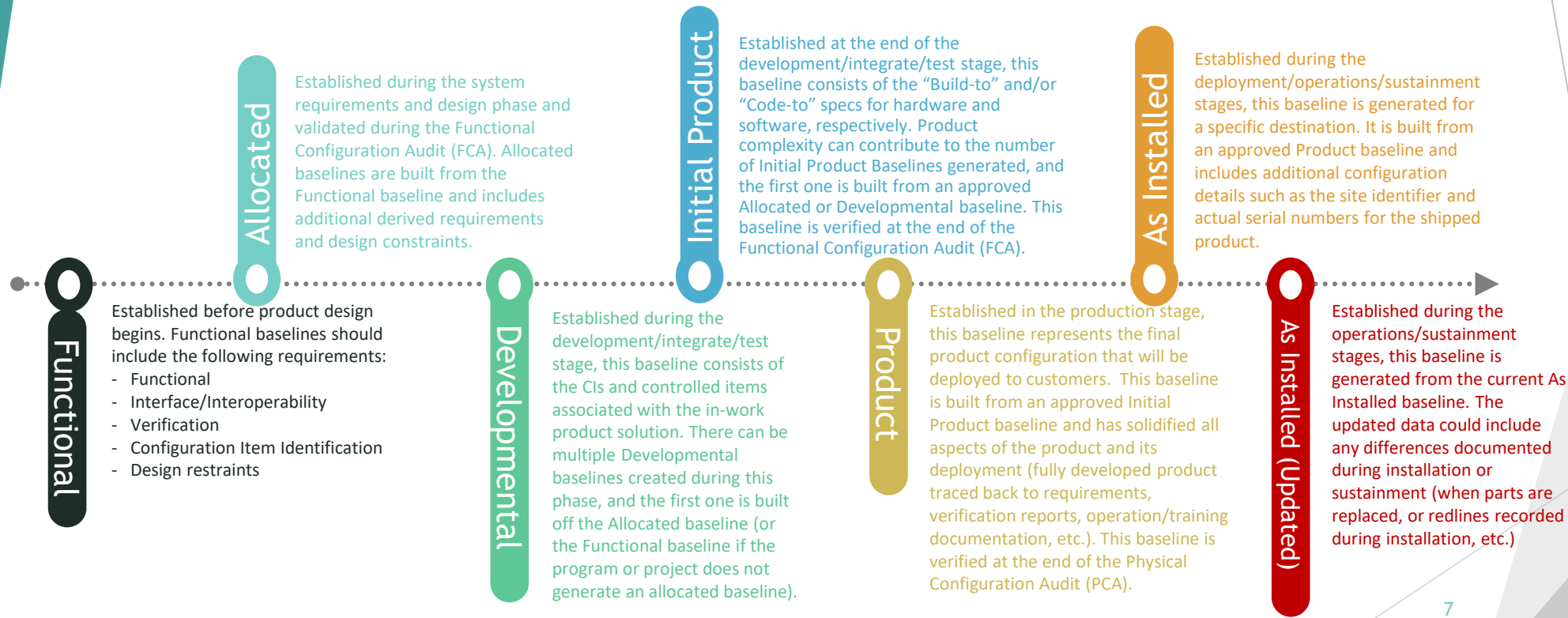
Purpose of a Baseline

- ▶ To define the configuration of a product at a specific point in time
 - ▶ This “snapshot” identifies all data applicable for the specific baseline
 - ▶ Configuration Items (CIs)
 - ▶ Associated controlled information
 - ▶ Once released, the baseline is published and should not be modified (data integrity)



Standard Baseline Types

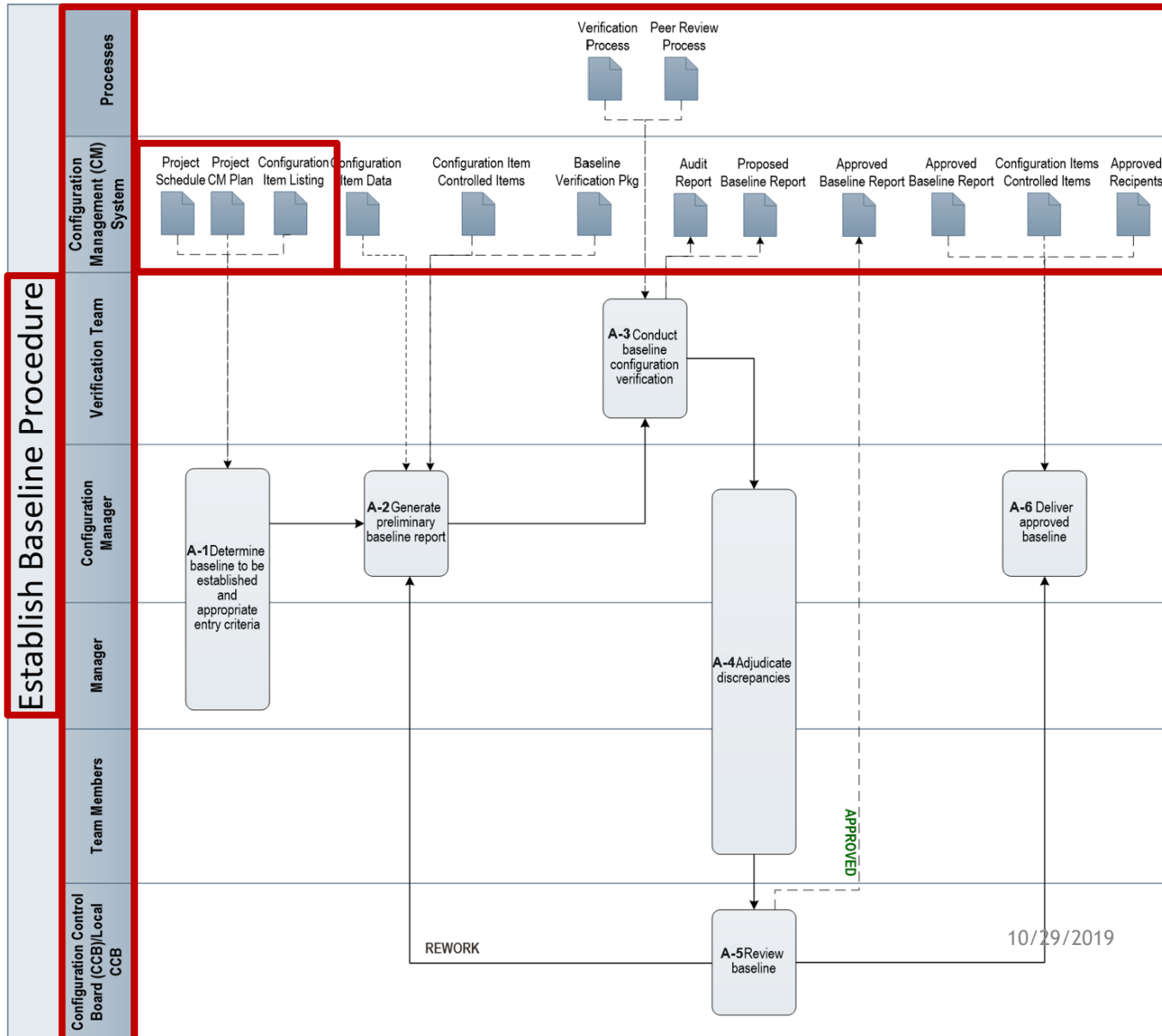
- ▶ Baseline types are established following the Product Lifecycle Timeline
- ▶ All baselines must be CCB approved before they can be released



Baseline Procedure Introduction

- ▶ Establishing a baseline involves similar elements, regardless of the baseline type
 - ▶ We have defined a Procedure Map (see the next slide) which shows:
 - ▶ Entry and Exit Criteria
 - ▶ Roles and Responsibilities
 - ▶ Procedure Activities
- ▶ When establishing a baseline, each activity includes:
 - ▶ Inputs
 - ▶ Instructions
 - ▶ Outputs

Baseline Procedure Map



Baseline Procedure: Activity 1

- ▶ Determine the Baseline to Establish with Appropriate Entry Criteria
- ▶ Inputs
 - ▶ Project Schedule, CM Plan, Baseline Definition & Criteria, Previously Approved Baseline (if applicable)
- ▶ Instructions
 - ▶ Using the input documentation, determine the next baseline to establish
- ▶ Outputs
 - ▶ Notification to stakeholders of the To-Be baseline
 - ▶ Begin applicable CM Activities
 - ▶ Configuration Identification (which generates the Configuration Item (CI) List/hierarchy)
 - ▶ Configuration Control (which generates released artifacts)

Baseline Procedure: Activity 2

- ▶ Generate Preliminary Baseline Report
- ▶ Inputs
 - ▶ Approved Configuration Item (CI) List, hierarchy, and released artifacts
- ▶ Instructions
 - ▶ The CM Manager compiles this preliminary baseline to ensure all items that are part of the baseline are created or revised, approved, and ready for implementation
 - ▶ If items are still being processed, the CM Manager works with the change owner(s) to ensure those items are completed in time for the next activity
- ▶ Outputs
 - ▶ Preliminary Baseline Report, released CIs and controlled items in the CM System

Baseline Procedure: Activity 3

- ▶ Conduct Baseline Verification
- ▶ Inputs
 - ▶ Preliminary Baseline Report, released CIs and their controlled items, project authorized verification procedures
- ▶ Instructions
 - ▶ The Configuration Verification Team will review the released artifacts to confirm they satisfy their documented requirements
 - ▶ If establishing an Initial Product or Product Baseline, the verification team will perform its duties during a Functional or Physical Configuration Audit (FCA or PCA), respectively
 - ▶ Any other baseline would be validated using the project's verification procedure
- ▶ Outputs
 - ▶ Verification Team results

Baseline Procedure: Activity 4

- ▶ Adjudicate Discrepancies
- ▶ Inputs
 - ▶ Verification Team results
- ▶ Instructions
 - ▶ The CM Manager delivers the verification results to the product team, who will resolve any discrepancies found by the Verification Team
 - ▶ This may include updating artifacts following the Configuration Control procedure.
 - ▶ The CM Manager will monitor these activities, to ensure all discrepancies are resolved and any necessary actions are completed, and generate an updated Preliminary Baseline Report
- ▶ Outputs
 - ▶ Updated Preliminary Baseline Report

Baseline Procedure: Activity 5

- ▶ Review Baseline
- ▶ Inputs
 - ▶ Preliminary Baseline Report, Verification Team results, CCB Agenda/Schedule
- ▶ Instructions
 - ▶ The CM Manager presents the inputs to the CCB for review.
 - ▶ The CCB provides one of the following decisions:
 - ▶ Approved, Deferred, Rework Required
- ▶ Outputs
 - ▶ The CM Manger either publishes the final Baseline Report (if approved), assigns the necessary actions to team members to complete the baseline (if rework is required), or ensures the changes to project data is marked appropriately (if deferred)

Baseline Procedure: Activity 6

- ▶ Deliver the Approved Baseline
- ▶ Inputs
 - ▶ Approved Baseline Report, Updated project data in the CM System, authorized recipients
- ▶ Instructions
 - ▶ The CM Manager facilitates the delivery of the Approved Baseline Report to the authorized recipients, which could include the Installation Team (for As-Installed baselines)
 - ▶ All delivery requirements (classification markings, regulatory constraints, etc.) must be observed
- ▶ Outputs
 - ▶ Documented receipt(s) of Approved Baseline Report in the CM System

Sample Baseline Report

- ▶ Sample Baseline Report derived from the Institute of Process Excellence (IPX) standard format

INITIAL PRODUCT BASELINE																
Project CM PROGRAM														Date/Time	20-OCT-2018	2:48 PM
CONFIGURATION ITEMS					SUPPORTING DOCUMENTS								CHANGES			
Hierarchy ID No. Qty Per)	Name	Type	Reference No.	Rev	Classification	Name	Type	Number	Rev	Release Date	Effective Date	Classification	Chg Doc No.	Effectivity	A/D	Chg Doc No.
1	ASSY-001	CM PROGRAM	DRAWING	ASSY-001	-	UNCLASS								20-OCT-2018	A	ECR-1018
						CM Program CM Plan	DOCUMENT	CMP-001	-	20-OCT-2019	20-OCT-2019	UNCLASS	CN-0001			
						CM Program CCB Charter	DOCUMENT	CHTR-001	-	20-OCT-2019	20-OCT-2019	UNCLASS	CN-0001			
1	ASSY-002	CM PROGRAM INFRASTRUCTURE	DRAWING	ASSY-002	-	UNCLASS								20-OCT-2018	A	ECR-1018
						CM Program Service Level Agreement	DOCUMENT	SLA-001	-	20-OCT-2019	20-OCT-2019	UNCLASS	CN-0001			
						CM Program Statement of Work	DOCUMENT	SOW-001	-	20-OCT-2019	20-OCT-2019	UNCLASS	CN-0001			
						CM Program Standard Work	DOCUMENT	STDW-0001	-	20-OCT-2019	20-OCT-2019	UNCLASS	CN-0001			
						CM Program Admin Standard Work	DOCUMENT	STDA-0001	-	20-OCT-2019	20-OCT-2019	UNCLASS	CN-0001			
1	ASSY-003	CM PROGRAM UNCLASS ENV	DRAWING	ASSY-003	-	UNCLASS								20-OCT-2018	A	ECR-1018
						CM Program Unclass Help Desk Procedures	DOCUMENT	STDW-0002	-	20-OCT-2019	20-OCT-2019	UNCLASS	CN-0001			
						CM Program Unclass Architecture Drawing	DRAWING	ADWG-0001	-	20-OCT-2019	20-OCT-2019	UNCLASS	CN-0001			
						CM Program Unclass Port Exception	DOCUMENT	PE-001	-	20-OCT-2019	20-OCT-2019	UNCLASS	CN-0001			
1	ASSY-003-1	Web Server	DRAWING	ASSY-003-1	-	UNCLASS								20-OCT-2018	A	ECR-1018
1	ASSY-003-2	Database Server	DRAWING	ASSY-003-2	-	UNCLASS								20-OCT-2018	A	ECR-1018
1	ASSY-003-3	File Server	DRAWING	ASSY-003-3	-	UNCLASS								20-OCT-2018	A	ECR-1018
1	ASSY-004	CM PROGRAM CLASS ENV	DRAWING	ASSY-004	-	UNCLASS								20-OCT-2018	A	ECR-1018
						CM Program Class Help Desk Procedures	DOCUMENT	STDW-0003	-	20-OCT-2019	20-OCT-2019	UNCLASS	CN-0001			
						CM Program Class Architecture Drawing	DRAWING	ADWG-0002	-	20-OCT-2019	20-OCT-2019	UNCLASS	CN-0001			
						CM Program Class Port Exception	DOCUMENT	PE-002	-	20-OCT-2019	20-OCT-2019	UNCLASS	CN-0001			
1	ASSY-004-1	Web Server	DRAWING	ASSY-004-1	-	UNCLASS								20-OCT-2018	A	ECR-1018
1	ASSY-004-2	Database Server	DRAWING	ASSY-004-2	-	UNCLASS								20-OCT-2018	A	ECR-1018
1	ASSY-004-3	File Server	DRAWING	ASSY-004-3	-	UNCLASS								20-OCT-2018	A	ECR-1018

Audience Questions

This concludes the presentation

Thank-you for your attention.