DATA ITEM DESCRIPTION

1. DID NUMBER: -
2. TITLE: CONFIGURATION MANAGEMENT PLAN
3. DESCRIPTION and intended use

The Configuration Management (CM) Plan (CMP) is the overarching plan for the management and implementation of CM Services. The CMP defines the Contractor's plans, methodologies and processes for meeting the CM requirements of the Contract. The CMP includes the definition of CM activities for all hardware, Software and data (including all data items) associated with the Contract.

The Contractor uses the CMP to:

define, manage and monitor the CM program for the Contract;

ensure that those parties (including Subcontractors) who are providing CM Services understand their respective responsibilities, the processes to be used, and the time-frames involved; and

define the Contractor’s expectations for Commonwealth involvement in the provision of CM Services.

The Commonwealth uses the CMP to:

1. gain visibility into the Contractor’s planning for meeting the CM requirements of the Contract;
2. gain assurance that the Contractor’s CM Services will meet the requirements of the Contract;
3. provide a basis for monitoring and assessing the Contractor’s performance in relation to the CM requirements of the Contract;
4. confirm and coordinate Commonwealth interfaces with the Contractor’s CM program; and
5. provide input into the Commonwealth’s planning.
6. INTER-RELATIONSHIPS

The CMP is subordinate to the following data items, where these data items are required under the Contract:

1. Support Services Management Plan (SSMP); and
2. Contractor Engineering Management Plan (CEMP).

If an Application for Engineering Organisation Approval is to be delivered under the Contract, the CMP is generally required as supporting information for that application.

The CMP inter-relates with the following data items, where these data items are required under the Contract:

1. Maintenance Management Plan (MMP);
2. Supply Support Plan (SSP);
3. Training Support Plan (TSP);
4. Software Support Plan (SWSP);
5. Data Management System (DMS) Concept of Operation Document (DMS COD);
6. Technical Data Management Plan (TDMP);
7. Technical Data List (TDL); and
8. plans Approved for an engineering change program, including the Systems Engineering Management Plan (SEMP) and Software Management Plan (SWMP).
9. Applicable Documents

Note: The documents applicable to the provision of CM Services are defined in the SOW, including DSDs (eg, DSD‑ENG‑CM).

The following documents form part of this DID to the extent specified herein:

|  |  |
| --- | --- |
| 1. ANP3412-4004 | 1. *Naval Materiel Configuration Management* |

1. Preparation Instructions
   1. Generic Format and Content

The data item shall comply with the general format, content and preparation instructions contained in the CDRL clause entitled ‘General Requirements for Data Items’.

When the Contract has specified delivery of another data item that contains aspects of the required information, the CMP shall summarise these aspects and refer to the other data item.

The data item shall include a traceability matrix that defines how each specific content requirement, as contained in this DID, is addressed by sections within the data item.

* 1. Specific Content
     1. General

The CMP shall describe the methodology, processes, systems, tools and activities for the provision of CM Services in a manner that demonstrates how the requirements of the applicable CM documents, as identified in the Contract, are satisfied.

* + 1. Configuration Management Organisation

The CMP shall describe the organisational arrangements for managing and providing CM Services, including:

1. the functional structure of the Contractor's CM organisation;
2. other positions, within the Contractor’s organisational structure, of staff holding CM responsibilities;
3. the lines of authority within the CM organisation and between the CM organisation, engineering and other elements of the Contractor’s management organisation; and
4. the responsibilities and authority of participating groups, organisations and individuals involved in CM, including their role in Configuration Control Boards (CCBs).
   * 1. Configuration Management Integration

The CMP shall describe:

1. the integration of CM functions with other Contract activities;
2. the Commonwealth’s involvement and responsibilities in the Contractor’s CM processes, including the Commonwealth’s involvement in CCBs;
3. the Contractor’s involvement in the Commonwealth’s CCBs; and
4. the integration of Approved Subcontractors’ activities with the Contractor’s activities to achieve the CM requirements of the Contract.
   * 1. Configuration Management Phasing

Note: The Commonwealth acknowledges that some of the requirements in the following clause may not be able to be addressed in detail because the nature and scope of some CM-related activities, such as the development of a Major Change, will only be known and applicable for each particular Major Change. For these types of activities, the CMP shall provide a generic description of the associated CM activities (eg, the Allocated Baseline is typically struck after successful completion of the Detailed Design Review).

The CMP shall describe and graphically portray the sequence of events, including associated milestones, for implementing CM in phase with major Contract milestones and events, including in relation to future, yet-to-be defined activities, such as the development of a Major Change. Events shall include:

1. the release and submission of configuration documentation in relation to Contract events and the Contractor’s generic design-and-development phases and program of activities;
2. the establishment of internal developmental configuration and contractual Baselines;
3. the implementation of Configuration Control;
4. the establishment and conduct of CCBs;
5. the management of the Configuration Status Accounting (CSA) system; and
6. the conduct of Configuration Audits.
   * 1. Data Management
        1. Data Management System

The CMP shall describe the methodology and processes for maintaining CM of all data delivered to the Commonwealth through the DMS and all Commonwealth responses and data provided to the Contractor and subsequently made available through the DMS (eg, Commonwealth comments on a data item).

* + - 1. Document Management

The CMP shall define the processes and procedures to be used for the CM of all documents and documentation required for the conduct of the Contract, including both formal deliverables and internal Contractor and Subcontractor documentation.

* + - 1. Drawing Management

The CMP shall define the process and procedures to be used for the CM of all engineering drawings and shall include, as a minimum:

1. identification of the engineering drawing practices standard used both by the Contractor and Subcontractors;
2. a statement of any need for deviation from the content of this standard during the program;
3. a statement of any limitations on delivery to, or use by, the Commonwealth Representative of drawings prepared or maintained under the Contract; and
4. an overview of the drawing management system, including:

a description of any information system tools used (eg, a drawing management database) to support the drawing management system; and

a definition of the drawing procedures to be used.

* + 1. Configuration Identification
       1. Matching Documents to the Configuration Baseline

If the Contractor is required by the Contract to uniquely identify all documents that disclose the performance, functional and physical attributes of supported Products, the CMP shall define the processes and procedures for so doing.

* + - 1. Configuration Identification for Changes to the Approved Baseline(s)

If Services to identify and document required changes to the Approved Configuration Baseline(s) are included in the Contract, the CMP shall define the Configuration Identification procedures for:

1. the selection of Configuration Items (CIs), consistent with the detail contained in the Configuration Baselines that are maintained under the Contract;
2. the assignment and the physical application of configuration identifiers to Major Changes and Minor Changes, Configuration Baseline documentation, drawings, hardware and Software, as applicable; and
3. the control of documentation and repositories containing elements of internal developmental Configuration Baselines.
   * + 1. Engineering Release

The CMP shall define the procedures for issuing approved configuration documentation, and amendments to this documentation, to functional activities within the Contractor's organisation.

* + 1. Configuration Control

The CMP shall define and detail the functions, membership, responsibilities, and authority of the CCBs planned for the Contract.

The CMP shall define the procedures, including Commonwealth involvement, and associated documentation for processing the following:

1. the classification of changes, and the level of authority for change approval / concurrence;
2. Engineering Change Proposals (ECPs) and Software Change Proposals (SWCPs);
3. Major Changes;
4. Minor Changes; and
5. applications for Deviations (including variances).
   * 1. Configuration Status Accounting

The CMP shall define the processes and procedures for CSA, including:

1. methods for collecting, recording, processing and maintaining the data required to provide the status of accounting information through reports and / or access to a CSA system;
2. a complete description of the CSA system with respect to the areas related to:

the identification of the currently approved configuration documentation and configuration identifiers associated with each CI;

the status of proposed Major Changes and Minor Changes from initiation to implementation;

the results of Configuration Audits, and the status and disposition of discrepancies;

the status of applications for Deviations;

the ability to trace changes from the Baseline documentation of each CI; and

the effectiveness and installation status of configuration changes to all CIs at all locations; and

1. identification and description of the reports available from the CSA system and their frequency of reporting and distribution.

The CMP shall describe the standards, processes, and timeframes for the electronic exchange of CM data, including the coordination with the Commonwealth or a third party, as applicable, that is either receiving or providing the CM data.

* + 1. Configuration Audits

The CMP shall describe the Contractor’s approach to meeting the requirements for Functional Configuration Audits (FCAs) and Physical Configuration Audits (PCAs), including:

1. the method for conducting FCAs and PCAs in a manner that achieves the objectives for these audits, as described by the Contract, including the use of audit checklists and associated entry/exit criteria;
2. plans, procedures, documentation, and schedules for the Configuration Audits; and
3. format for reporting results of in-process Configuration Audits.
   * 1. Subcontractor Control

The CMP shall define the methods used to ensure that Approved Subcontractors comply with the CM requirements of the Contract.

* + 1. Configuration Baselines

Where the Services include Baseline management, the CMP shall describe the management of Configuration Baselines that have been assigned to the Contractor to maintain, including schedule, organisational responsibilities, and maintenance.