DEPARTMENT OF HEALTH AND HUMAN SERVICES
ENTERPRISE PERFORMANCE LIFE CYCLE FRAMEWORK

<OPDIV Logo>

CHECKLIST
CONFIGURATION MANAGEMENT

Issue Date: <mm/dd/yyyy>
Revision Date: <mm/dd/yyyy>

Document Purpose

This checklist is a brief document listing the items to be noted, checked, remembered, and delivered when completing the accompanying template and/or project management practice.

Activities Checklist

	Has a Configuration Manager been identified and assigned?
	Has an assessment been conducted to identify the structure of the product/organization?
	Were the appropriate stakeholders involved in the development and implementation of configuration management (CM) processes?
	Has a CM Plan been documented, approved, and communicated?
	Have CM tools been identified and implemented?
	Have CM training requirements been identified?
	Have project personnel been trained to perform the CM activities for which they are responsible?
	Has CM related training been conducted?
	Have all configuration items (CI) been identified, documented, and placed under CM?
	Does the CM system maintain status of CIs throughout the project's life cycle?
	Has a change control/management system/process been defined?
	Does the CM system report status on CIs and approved changes?
	Are CM records readily available to project teams and other stakeholders?
	Are adequate tools and sufficient funding available for CM activities?
	Are periodic audits performed to verify compliance with documented CM policies/procedures?
	If necessary, has a change control board (CCB) been established to approve and manage change requests?