

MWI 8040.1

REVISION E

EFFECTIVE DATE: June 14, 2002

EXPIRATION DATE: June 14, 2007

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# MARSHALL WORK INSTRUCTION

ED01

## CONFIGURATION MANAGEMENT PLAN, MSFC PROGRAMS / PROJECTS

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### DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Baseline		5/14/99	Document converted from MSFC P04.2-C01 to a Directive. Previous history retained in system as part of canceled or superseded ISO Document files.
Revision	A	8/18/99	<p>Section 2: Changed "MPD 8730.1" to "MPD 1280.1."</p> <p>Section 3: Added MWI 7120.4 and deleted "MPG 1410.2."</p> <p>5.10.b: Added acronym "PCA" for Physical Configuration Audit.</p> <p>Figure 1: Changed "Chief Engineer" to "Systems Engineer" and added "Program/Project Manager may be the Systems Engineer"; changed "Lab Director" to "Dir., Engineering Directorate."</p> <p>Changed asterisk (*) information to read: "Signature requirement is determined by preparer and their team leads (or designee) based upon affected function within the design and/or design change."</p> <p>6.5: Changed actionee from "S&amp;E" to "Engineering Directorate."</p> <p>6.8: Changed "in MPG 1410.2" to "by the Program/Project."</p> <p>Section 11, block 6.8: Changed "per MPG 1410.2" to "as defined by Program/Project."</p> <p>Appendix A:</p> <p>First paragraph: Changed to state the CMP shall be prepared in accordance with MWI 7120.4 with the contents defined below; the general purpose template should be used. Deleted reference to templates and the web address as this is provided in MWI 7120.4. Changed "programs" to "programs/projects." Changed "While maintaining compliance with MSFC's ISO 9001 implementation policies" to "While maintaining compliance with MSFC's policies and procedures."</p> <p>A-1: Changed "Cover Page" to "Title Page" and called out MWI 7120.4. Deleted "Identifying type of document on the cover page is optional."</p> <p>A-3: Deleted the specifics and referred to MWI 7120.4.</p> <p>A-5: Changed "Introduction" to "Purpose or Scope."</p> <p>A-8: Changed "program" to "program/project."</p> <p>A-16: Changed "Quality Records" to "Records." Deleted "as necessary" from NOTE. Changed "MPD 8730.1" to "MPD 1280.1."</p>
Revision	B	3/20/00	<p>3.f: Deleted canceled document MPG 1441.1 and added MPG 1440.2.</p> <p>5.6: Changed to read: ". . . specifications, standards, interface control documents/drawings, . . ."</p>

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			<p>5.10: Changed heading to "Functional and Physical Configuration Audits" and deleted "verification" from first sentence.</p> <p>6.d: Changed "development" to "implementation" phase.</p> <p>Figure 1: Deleted "X" from Designer's Team Leader; deleted "*"s" from Materials and Stress. Added "***" to Floor EO/EPL and added note ** - If Floor Engineering Orders (FEO's) are used for emergency changes, they shall be followed up with the approved ECP package within the specified timeframe. Added Figure 1 title: Sample Signature Matrix.</p> <p>6.4: Changed to read: "Forward draft CMP for review and comments."</p> <p>9: First sentence, removed "quality." Last sentence, changed "MPG 1441.1" to "MPG 1440.2."</p> <p>11, Block 6.4: Changed to read: "Forward draft CMP for review and comments."</p> <p>12: Changed to read: "MWI 8040.1A dated August 18, 1999."</p> <p>Appendix A, first sentence: Changed "general purpose" to "CMP" template.</p> <p>A-14: Changed heading to "Functional and Physical Configuration Audits and CM System Audits."</p> <p>A-16: Changed "MPG 1441.1" to "MPG 1440.2."</p>
Revision	C	2/6/01	Modified paragraph 6.b and added paragraph 6.e.
Revision	D	6/4/01	<p>1. Purpose - Deleted MPG 8060.1.</p> <p>3.2 Deleted MPG 8060.1.</p> <p>3.5 Deleted "MSFC-PROC-1916" replaced with "MWI 8040.7."</p> <p>Added 3.9 MWI 8040.6, Functional and Physical Configuration Audits, MSFC Programs/Projects.</p> <p>5.10 Changed to read: "Functional and Physical Configuration Audits. Formal examination to determine whether CI conforms to its configuration documentation. See MWI 8040.6"</p> <p>Deleted: 5.10.1 and 5.10.3.</p> <p>12. - Canceled MWI 8040.1C, dated February 6, 2001.</p> <p>Appendix A, paragraph A-14a, deleted "and format of reporting results of the audits" and replaced with "per MWI 8040.6."</p> <p>Appendix A, paragraph A-14b, deleted "(MSFC-PROC-1916)" and replaced with ", per MWI 8040.7."</p>
Revision	E	6/14/02	<p>Para 1, Purpose: Complete rewrite.</p> <p>Para 2, Applicability: Complete rewrite.</p> <p>Para 5.4, replaced second sentence with: "Baselines are established according to the program/project review schedules and are identified/described below:"</p> <p>Para 5.4.1, complete rewrite.</p> <p>Para 5.4.2/5.4.3/5.4.4, rearranged first sentences in all three paragraphs to state: "The approved initial documentation that describes..."</p> <p>Para 6 renumbered to meet current format requirements with the addition of new header for 6.1 "Requirements" and 6.2 "Responsibilities."</p> <p>Para 6.a - Renumbered to 6.1.1 and entire</p>

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			<p>paragraph rewritten.</p> <p>Para 6.b., renumbered to 6.1.2 and added: "(see paragraph A.12.10)" at the end of last sentence.</p> <p>Paragraph 6.e, renumbered to 6.1.5 and added: "(see paragraph A.12.11)" at the end of 4<sup>th</sup> sentence.</p> <p>Added new Figure 1. Document Type/Signature Matrix.</p> <p>Para 11, renumbered flow chart.</p> <p>Appendix A renumbered to meet current format requirements.</p> <p>Para A.12.7 reworded as follows: "Include the matrix required by paragraph 6.1.1."</p> <p>Added para A.12.10 as follows: "If a waiver has been granted for the project according to paragraph 6.1.2, specify the details of how unreleased drawings used for fabrication will be identified/controlled and how changes thereto will be processed, including tracking and status accounting."</p> <p>Added para A.12.11 as follows: "When required, specify the details of paragraph 6.1.5 assessment."</p> <p>[Footer URL updated 01/14/2004 by Directives Manager.]</p>
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## 1. PURPOSE

This MWI specifies the instructions for preparation and implementation of a Configuration Management Plan (CMP) for each program, project, or activity in compliance with the requirements of MPG 7120.1, Program/Project Planning, and MPG 8040.1, Configuration Management, MSFC Programs/Projects."

## 2. APPLICABILITY

A CMP is required for all MSFC programs, projects and/or activities developed and implemented through MPG 7120.1, Program/Project Planning, and covers flight hardware, flight software, and Ground Support Equipment (GSE) defined in MPD 1280.1, Marshall Management Manual.

## 3. APPLICABLE DOCUMENTS

- 3.1 MPD 1280.1, "Marshall Management Manual"
- 3.2 MPG 1440.2, "MSFC Records Management Program"
- 3.3 MPG 8040.1, "Configuration Management, MSFC Programs/Projects"
- 3.4 MWI 7120.4, "Documentation Preparation, Programs/Projects"
- 3.5 MWI 8040.2, "Configuration Control, MSFC Programs/Projects"
- 3.6 MWI 8040.6, "Functional and Physical Configuration Audits, MSFC Programs/Projects"
- 3.7 MWI 8040.7, "Configuration Management Audits, MSFC Programs/Projects"
- 3.8 NPD 7120.4, "Program/Project Management"

## 4. REFERENCES

None

## 5. DEFINITIONS

5.1 Computer Software Configuration Item (CSCI). An aggregation of software that satisfies an end-use function and is designated for separate configuration management by the acquirer; CSCI's are selected based on tradeoffs among software function, size, host

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or target computers, developer, support concept, plans for reuse, criticality, and interface considerations.

5.2 Configuration. The functional and physical characteristics of a product (hardware, firmware, software, or a combination thereof) as defined in technical documentation and achieved in a product.

5.3 Configuration Accounting. Formalized recording and reporting of the established configuration documents, the status of proposed changes, and the status of the implementation of approved changes.

5.4 Configuration Baselines. A configuration baseline consists of all approved documents that represent the definition of the product at a specific point. Baselines are established according to the program/project review schedules and are identified/described below:

5.4.1 Design Activity Internal Baseline. The design and development organization(s) package (normally at completion of the design and development phase) of configuration identification documentation that provides the basis for the formal establishment of the product baseline. This documentation should be released through the formal configuration management system prior to start of build of the qualification units or product that will be delivered for flight or operations.

5.4.2 Development Baseline (DBL). The approved initial documentation that describes configuration item functional and interface characteristics allocated from those of a higher-level configuration item, interface requirements with interfacing configuration items, additional design constraints, and the verification required to demonstrate the achievement of those specified functional and interface characteristics.

5.4.3 Functional Baseline (FBL). The approved initial documentation that describes a system or configuration item functional characteristics and the verification required to demonstrate the achievement of those specified functional characteristics.

5.4.4 Product Baseline (PBL). The approved initial documentation that describes the necessary functional and physical characteristics of the configuration item and the selected functional and physical characteristics designated for

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production acceptance testing and tests necessary for support of the configuration item.

5.5 Configuration Control. The systematic definition, evaluation, coordination, and disposition of each proposed change, deviation, or waiver, and the implementation of each approved change in the configuration of a configuration item after formal establishment of configuration identification. See MWI 8040.2 for additional definitions related to configuration control.

5.6 Configuration Documentation. The program/project-specific technical documentation (drawings, parts lists, specifications, standards, interface control documents/drawings, and documents invoked therein) that identifies and defines the item's functional and physical characteristics. The configuration documentation is developed, approved, and maintained through three distinct evolutionary increasing levels of detail. The three levels of configuration documentation are the functional configuration documentation, the development configuration documentation, and the product configuration documentation.

5.7 Configuration Identification. Configuration identification includes the selection of configuration items; the determination of the types of configuration documentation required for each configuration item; the issuance of numbers and other identifiers affixed to the configuration items and to the technical documentation that defines the configuration item, including internal and external interfaces; the release of configuration items and their associated configuration documentation; and the establishment of configuration baselines for configuration items.

5.8 Configuration Item (CI). A configuration item is an aggregation of hardware or software or a combination of both that satisfies an end-use function and is designated for configuration management.

5.9 Configuration Management (CM).

5.9.1 As applied to configuration items, a discipline applying technical and administrative direction and surveillance over the life cycle of items to:

5.9.1.1 Identify and document the functional and physical characteristics of configuration items.

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5.9.1.2 Control changes to configuration items and their related documentation.

5.9.1.3 Record and report information needed to manage configuration items effectively, including the status of proposed changes and implementation status of approved changes.

5.9.1.4 Audit configuration items to verify conformance to specifications, drawings, interface control documents, and other requirements.

5.9.2 As applied to digital data files, the application of selected configuration identification and configuration status accounting principles to:

5.9.2.1 Uniquely identify the digital data files, including versions of the files and their status (e.g., working released, submitted, approved).

5.9.2.2 Record and report information needed to manage the data files effectively including the status of updated versions of files.

5.10 Functional and Physical Configuration Audits. Formal examination to determine whether CI conforms to its configuration documentation. (See MWI 8040.6.)

5.11 Hardware Configuration Item (HWCI). A configuration item that is hardware and may contain software. This software is known as firmware, which is normally a read-only class of memory that cannot be dynamically modified by the computer or an external source.

## 6. INSTRUCTIONS

The Program/Project Manager will ensure the preparation of, and will approve, a CMP during the NPD 7120.4-defined formulation phase of the program and/or project.

6.1 Requirements. The CMP shall be baselined and controlled in a documented control system. The CMP will be prepared in accordance with Appendix A and shall address the following specific MSFC requirements:

6.1.1 A matrix of the types of configuration item documents and the responsible organizations shall be prepared and included in each project CMP (see paragraph A.12.7.). Figure 1 is the matrix

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that should be filled in and tailored to the specific project requirements. Note: The matrix headings are functional and do not include specific names. The CCB Members or their parent organization shall provide (by separate correspondence) the actual names and office symbols of the project responsible individuals to the CCB Secretariat. It is optional to include the names in the project CMP.

6.1.2 All flight hardware and Ground Support Equipment (GSE) as defined in MPD 1280.1 shall be fabricated to released drawings. Projects may submit a waiver to use unreleased drawings for fabrication but shall release the drawings prior to acceptance. Acceptance is the final determination by the MSFC Project Manager and his/her customer(s) that the product meets all the specified requirements as documented and released through the approved configuration management process. The determination is based upon an evaluation (usually by the conduct of a functional and physical configuration audit and/or an acceptance review) conducted by the responsible MSFC Project Manager prior to the delivery of his product to his/her customer for the next phase of the project. If a waiver is approved, the project shall document the details of the quality assurance process for the use of unreleased drawings for inspection of hardware in the project quality plan. The CMP shall contain the details of how the unreleased drawings will be identified/controlled and how changes thereto will be processed, including tracking and status accounting (see paragraph A.12.10).

6.1.3 Define the membership of the Program/Project Configuration Control Board(s).

6.1.4 Plans for in-house development will define how the configuration identification documentation will be released and controlled, and status accounting records will be established during the implementation phase between the Development Baseline and the Product Baseline.

6.1.5 The use of unreleased documentation for the production of hardware or software that directly interfaces with flight hardware for the purpose of testing, manufacturing, processing, handling, etc., of the flight hardware will be assessed by each program/project. Exception: GSE as noted in paragraph 6.1.2 above is excluded. The Project Manager shall ensure that the requirements for certifying this non-flight hardware are documented. These requirements may be documented in Organizational Issuances (OIs), or in the absence of such documentation, the Configuration Management (CM) plan (see

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paragraph A.12.11). If a project does not utilize a separate CM plan, it is preferred that the requirements be documented in the project plan. Substitute documents such as the quality plan, test plan, or verification plan may be used to document the requirements.

6.2 Responsibilities. The following responsibilities apply to the preparation of Configuration Management Plans:

	<u>Actionee</u>	<u>Action</u>
6.2.1	Program/Project Manager	Issue direction for preparing CMP as defined in Appendix A. Current project planning information will be provided with the direction.
6.2.2	CM Personnel	Prepare draft CMP in accordance with Appendix A.
6.2.2.1		Coordinate with Program/Project Manager.
6.2.3	Program/Project Manager	Concur with the draft CMP or provide direction for additional coordination.
6.2.4	CM Personnel	Forward draft CMP for review and comments.
6.2.5	S&MA, Engineering Directorate, other org. designated by the Program/Project Manager	Reviews draft CMP and provide input to CM.
6.2.6	CM Personnel	Coordinate with Program/Project Manager and impacted parties, as necessary, to resolve comments.
6.2.6.1		Update CMP.
6.2.6.2		Submit CMP to Program/Project Manager for approval.

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- 6.2.7            Program/Project Manager            Approve CMP and return to Configuration Management for distribution.
- 6.2.8            CM Personnel            Distribute and provide OPR support as defined by the program/project.

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**Figure 1. Document Type/Signature Matrix**

Type											Approving Authority		
	Designer/ Draftsman or OPRD	Engineer (Team Lead)	Checker	Materials	Stress	Quality Assurance (Inspectability)	Safety	Manufacture (Producability)	Submitter (Note 1)	Group Lead	System Engineer	CCB Chair or Project Manager	
Mechanical Drawings Flight (Baseline)													
Mechanical Drawings Flight (Revision)													
Mechanical Flight EPL's (Baseline)													
Mechanical Flight EPL's (Revision)													
Mechanical Flight EO's													
Mechanical GSE Drawings (Baseline)													
Mechanical GSE Drawings (Revision)													
Mechanical GSE EPL's (Baseline)													
Mechanical GSE EPL's (Revision)													
Mechanical GSE EO's													
Electrical Drawings Flight (Baseline)													
Electrical Drawings Flight (Revision)													
Electrical EPL's Flight (Baseline)													
Electrical EPL's Flight (Revision)													
Electrical Flight EO's													
Electrical GSE Drawings (Baseline)													
Electrical GSE Drawings (Revision)													
Electrical GSE EPL's (Baseline)													
Electrical GSE EPL's (Revision)													
Electrical GSE EO's													
CI Specifications and Standards													
ICD's													
Software Flight (Baseline)													
Software Flight (Changes)													
Software Ground (Baseline)													
Software Ground (Revision)													
Software Ground EO's													
Non-part Drawings													
Records Corrections (EO/EPL)													
FEO/FEPL (per MWI 8040.5)													
Waiver/Deviation (per MWI 8040.3)													

- (1) Place an "X" in each applicable block denoting the project required signature ( Actual names shall be submitted to the CCB Secretariat under separate correspondence per paragraph 6.a), or included in the CMP. Any document type determined to be Not Applicable shall be deleted from the project matrix when included in the CMP.
- (2) Submitter normally would be the Group Lead (first-line supervisor) or Designee.
- (3) The "Approving Authority" is normally the CCB Chair or the Project Manager, but may be delegated.

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**7. NOTES**

None

**8. SAFETY PRECAUTIONS AND WARNING NOTES**

None

**9. RECORDS**

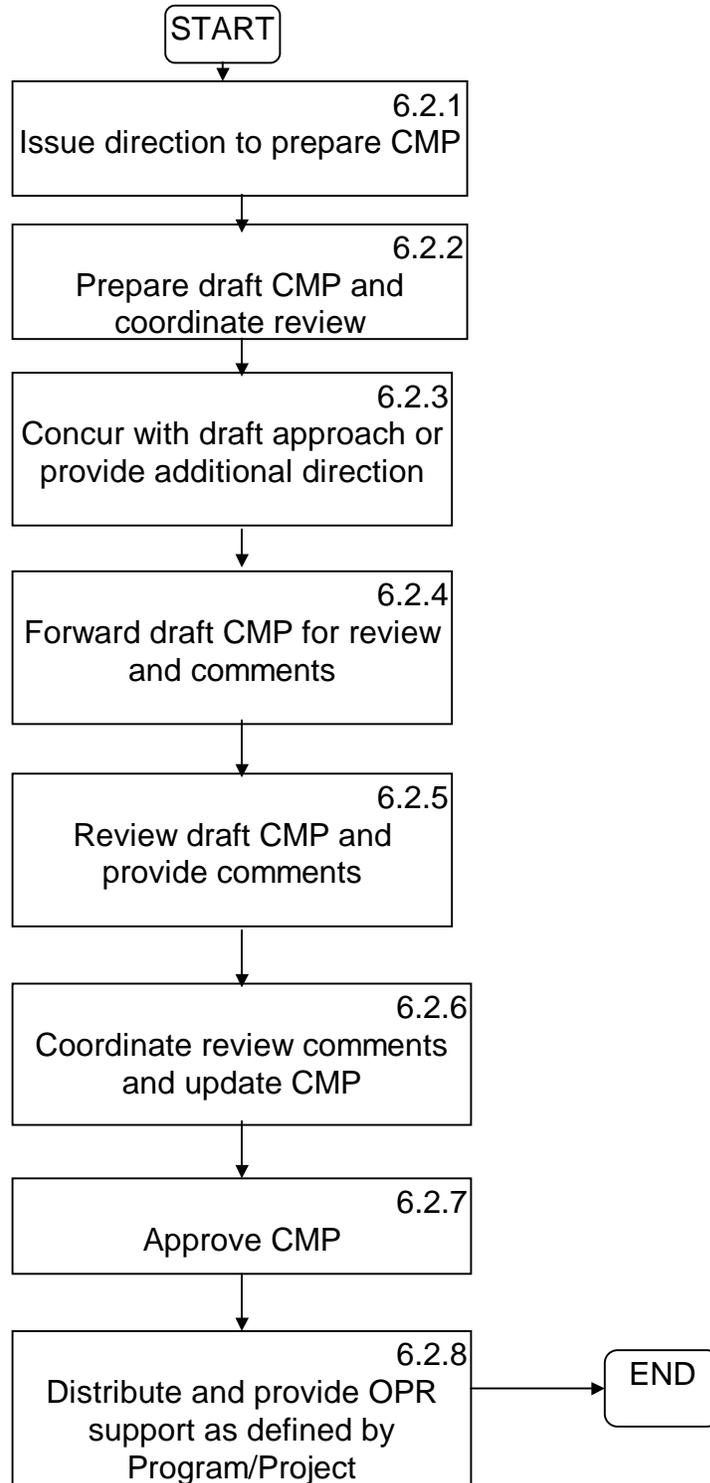
The CMP is a record. Copies (hard copy or electronic) of the CMP will be maintained on file by the program/project for the life of the program/project or as specified in the Program/Project CMP in accordance with MPG 1440.2.

**10. PERSONNEL TRAINING AND CERTIFICATION**

None

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## 11. FLOW DIAGRAM



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## 12. CANCELLATION

MWI 8040.1D dated June 4, 2001

Original signed by  
Axel Roth for

A. G. Stephenson  
Director

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## APPENDIX A

### CONFIGURATION MANAGEMENT PLAN

The Program/Project Configuration Management Plan (CMP) shall be prepared in accordance with MWI 7120.4 with the contents defined below; the CMP template should be used. For small programs/projects, the CMP may be combined with the project plan or other appropriate program/project document as long as the following contents are included. While maintaining compliance with MSFC's policies and procedures, the plan will be tailored to define the unique requirements of the program or project. Sections not applicable to a specific program or project will be addressed as "Not applicable."

A.1 Title Page. The title page will be completed in accordance with MWI 7120.4, except document title will be CONFIGURATION MANAGEMENT PLAN, FOR (Enter Program or Project name).

A.2 Signature Page (For Non-electronic Documents). This page contains: (1) document number; (2) document title; (3) effective date; and (4) approval signature(s).

A.3 Document History Log. The Document History Log will be completed in accordance with MWI 7120.4.

A.4 Table of Contents. The Table of Contents lists the title and page number of all paragraphs, subparagraphs, figures, tables, and appendices, in that order.

A.5 Section 1: Purpose or Scope. This section includes:

A.5.1 The purpose, scope, and specific program/project applicability of the CMP and the program phase(s) to which it applies.

A.5.2 A brief description of the system or top-level CI, and of the component lower-level CIs, using approved CI descriptions to which the CMP pertains.

A.5.3 Reference to related documents (i.e., CMPs of suppliers, contractors, etc., which have close connections to the relevant CMP).

A.5.4 A schedule to provide guidance on the timeline of important CM activities.

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A.6 Section 2: Applicable Documents. This section lists the specifications, standards, manuals, and other documents, including policy directives, specified in the plan by title, document number, revision, and, when applicable, change notice, amendment number, and date of issue. This section may provide definitions, glossaries, and acronym listing if necessary for plan clarification.

A.7 Section 3: Organization. This section describes and graphically portrays the program/project organization with emphasis on the CM activities, which includes:

A.7.1 Relationships and integration of the program/project organization and functional organizations.

A.7.2 Responsibility and authority for CM and all participating groups and organizations, including their role in CCBs and the integration of CM functions with other program activities such as technical reviews.

A.7.3 Interfaces between the program/project, other programs/projects, other Centers, and applicable contractors.

A.8 Section 4: Configuration Management Phasing and Milestones. This section describes and graphically portrays the sequence of events and milestones for implementation of CM in phase with major program/project milestones and events, including as a minimum:

A.8.1 Release and submittal of configuration documentation in relation to program events (technical reviews, audits, etc.).

A.8.2 Establishment of internal developmental configuration and contractual baselines.

A.8.3 Implementation of configuration control.

A.8.4 Establishment of CCBs. The specific authorized boards and their membership shall be identified in the CMP.

A.8.5 Implementation of the status accounting information system and provision of reports, or access to the status accounting information.

A.8.6 Conducting of configuration audits.

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A.9 Section 5: Configuration Data Management. This section describes the methods for meeting the configuration management technical data requirements under the computer-aided transmission and distribution requirements for the program/project. The following lists some, but not necessarily all, of the areas to be considered when addressing this subject in the CMP:

A.9.1 The plan will address how the configuration management identification data will be delivered, verified, stored, and maintained.

A.9.2 How the data will be processed and the type of records, hard copy or digital, will be stated.

A.9.3 How limited rights information will be protected.

A.9.4 How the changes will be transmitted.

A.9.5 Method of notification/acknowledgment of receipt, return, or acceptance.

A.9.6 Indication of time constraints, if any, for automatic data acceptance.

A.9.7 Data status accounting.

A.9.8 How data will be accessed.

A.9.9 Methods of indicating acceptance, provisional acceptance, approval, or rejection, as applicable.

A.10 Section 6: Configuration Identification. This section describes the procedures and requirements for establishing and maintaining identification of hardware, software, firmware, and related interfaces during the life of the project and/or CI(s). The following will be addressed as appropriate for the specific program/project/CI:

A.10.1 Selection of CIs (HWCIs and CSCIs).

A.10.2 Establishment and management of configuration including document, drawing, and software development libraries.

A.10.3 Establishment of the configuration baselines (Functional, Development, and Product) and definition of the configuration documentation required for each, including graphic illustration of configuration documentation relationships.

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A.10.4 Correlation of manufactured or procured products.

A.10.5 Assignment and application of configuration identifiers including document numbers, description, serial numbers and part number to hardware; and software identifiers for software and firmware.

A.11 Section 7: Interface Management. This section describes the procedures for identification of interface requirements, establishment of interface agreements, and participation in Interface Control Working Groups (ICWGs).

A.12 Section 8: Configuration Control. This section describes the program/project procedures for meeting MSFC policies for CM control. The following shall be addressed as applicable for the specific CIs:

A.12.1 Functions, responsibility, and authority of the configuration control boards.

A.12.2 Classification of changes and the level of authority for change approval/concurrence.

A.12.3 Processing of changes (DARs, ECPs, ECRs, PIRNs, etc.).

A.12.4 Processing of nonconforming products. Material Review Board authority will be addressed.

A.12.5 Processing Specification Change Notices (SCNs).

A.12.6 Identification of the membership for each authorized Configuration Control Board.

A.12.7 Include the matrix required by paragraph 6.1.1.

A.12.8 Identify procedures for the control of changes prior to the establishment of a formal configuration baseline.

A.12.9 Identify procedures for processing changes from initiation through validation of the change after implementation into the CI.

A.12.10 If a waiver has been granted for the project according to paragraph 6.1.2, specify the details of how unreleased drawings used for fabrication will be identified/controlled and how

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changes thereto will be processed, including tracking and status accounting.

A.12.11 When required, specify the details of paragraph 6.1.5 assessment.

A.13 Section 9: Configuration Status Accounting. This section describes procedures for meeting MSFC and program/project requirements including the following, as applicable:

A.13.1 The method for collecting, recording, processing, and maintaining data necessary to provide the status accounting information via reports and/or data base access.

A.13.2 Description of reports information system content related to, as applicable:

A.13.2.1 Identification of current approved configuration documentation and configuration identifiers associated with each CI.

A.13.2.2 Status of proposed engineering changes from initiation to implementation.

A.13.2.3 Results of configuration audits; status and disposition of discrepancies.

A.13.2.4 DAR status.

A.13.2.5 Traceability of changes to released document through implementation.

A.13.2.6 Effectivity and installation status of configuration changes to all CI's at all locations.

A.13.3 Methods of access to information in status accounting systems and/or frequency of reporting and distribution.

A.14 Section 10: Functional and Physical Configuration Audits and CM System Audits. This section will describe the program/project planned action for CM audits. The following will be addressed:

A.14.1 Plans, procedures, documentation, and schedules for functional and physical configuration audits, per MWI 8040.6.

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A.14.2 Plans, procedures, and schedules for conducting CM program audits and reporting results, per MWI 8040.7.

A.14.3 Plans, procedures, and schedules for reviews necessary for the establishment of functional and development baselines.

A.14.4 Description of the format for audit reports.

A.14.5 Description of the method for tracking status and disposition of discrepancies.

A.15 Section 11: Contractor/Vendor Control. This section will describe the methods used to ensure contractor/vendor compliance with the configuration management requirements for the program/project.

A.16 Section 12: Records. This section shall include information as specified by the program/project office in accordance with MPG 1440.2.

NOTE: The appendix requirements above shall be implemented to define the specific requirements for each program/project/CI utilizing existing MSFC in-house policies and procedures to the maximum extent possible. If program/project unique procedures are used, they will be documented and controlled in accordance with MPD 1280.1 policies.