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| Company Name |
| Document Configuration Management Plan |
| [Type name of programme/project] |

Place your company logo here

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| Insert name of document author  Select date |

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**Document History**

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| Owner: |  |
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**Revision History**

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**Approvals and Sign-Off**

*This document requires approvals to be signed-off and released for live use*

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# Programme/Project ID

*Insert the unique identifier for this programme/project.*

# Introduction

*Define the purpose, objective and scope of the strategy in order to outline how the programme/project’s documents will be controlled and utilised, the procedures for document storage and retrieval and how changes will be controlled and who is responsible for the configuration management.*

# Organisation - Responsibilities

*Describe the responsibilities for the Configuration Management Strategy, whether this relates to a Change Authority and how it will meet the needs of the programme/project Board. Define the Producer, Reviewer and Approver roles.*

* 1. **Document Origination**
  2. **Document Review**
  3. **Document Approval**

# Configuration Management Methodology and Tools

*Describe the document configuration management methodology, including the planning procedures, tools and techniques to be used. This will involve identification, control, status accounting, verification and audit procedures, the appropriate records that will be kept and how the performance of these procedures will be reported.*

# Configuration Management Activities

* 1. **Identification and Logging**

*Describe how programme/project documents will be identified and brought within the scope of configuration management. Cross-reference to the Document Configuration Log.*

* 1. **Control and Maintenance**

*Describe how programme/project Document Configuration will be controlled and maintained.*

* 1. **Status Reporting**

*List the composition and format of reports to be produced to assess the status of configuration management. Include their purpose, timing and recipients.*

* 1. **Audit and Review**

*State the approach to, timing of and responsibilities for audit and review of Document Configuration activities, logging and reporting.*

# APPENDIX: Document Configuration Log

*Include an extract from (or location of) the current Document Configuration Log.*