

Configuration Management Questionnaire

1. Does your organization have a corporate configuration management plan?
2. Is there a project-level configuration management plan developed and implemented for each project?
3. Does your organization hold Configuration Control Board meetings? If so, how often?
4. What is your process for assigning naming conventions for each project?
5. Who creates the product baselines?
6. Who has access to these baselines?
7. Who has access to production code, data, files, etc.?
8. Are any CM audits performed during the life cycle of a system? If so, by whom?
9. How does your organization control naming conventions?
10. What CM tool is in place and used for the life cycle management of the software?
11. How are system changes identified?
12. What are the reaction timeframes required for corrections to the software?
13. Who builds the releases for each production update?
14. What notifications are provided to your customers for production updates?
15. What are your release procedures to customers?
16. To what extent is unit testing accomplished?
17. Is any integration testing done prior to releasing updates into production?
18. How is hardware configuration management done?

19. Who has physical access to the production platform?
20. How is executive software patches and upgrades implemented?
21. What development language, database management system, and operating system are standard for your organization?
22. What criteria are used to determine Year 2000 compliance?
23. How extensive is your Year 2000 testing?
24. Do you have the capability to perform a "time machine" test for Year 2000 certification?
25. What is your back-up/recovery process for production?
26. Do you have a contingency plan for disaster recovery? If so, please provide.
27. Do you have off-site storage for back-up tapes?
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