



The Federation for Identity and
Cross-Credentialing Systems®

FiXS® Configuration Control Board Procedures

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1.0 General Requirements and Definitions

This procedure defines the role of the FiXs Configuration Control Board (CCB) in the configuration and change management processes as it applies to FiXS, the FiXs Network and any service providers providing products or services related to FiXs; using FiXs-branded products or services; or otherwise utilizing the FiXs Network. It defines the details of CCB operations, including the scope, membership, responsibilities, and operating procedures.

The CCB is responsible for recommending changes to the Technical Architecture and Specifications document and is responsible for the technical development and modification of FiXs products and services, to include oversight, development and maintenance of software, site certification requirements, security and designation and allocation of organization codes to be used in the TGB configuration(s). The CCB reports directly to the Executive Committee for recommendations on necessary implementation of changes that affect the day-to-day operations of the Network, products, or services.

2.0 Applicability

This procedure defines development, change & configuration management (CM) processes used to manage the FiXs baseline, including but not limited to hardware, software, COTS, licenses, documentation, schedule, processes and procedures along with any interfaces, as applicable. The configuration of the FiXs baseline shall not be changed without CCB approval. Such configuration changes include changes to the software, hardware, commercial off-the-shelf (COTS) products, and the documentation defining the project configuration and operation.

3.0 Scope

The FiXs CCB is the single point of management responsibility for change management decisions and requirements related to the configuration and evolutionary development of FiXs.

These procedures define the FiXs CCB role in executing the configuration change management process. It also provides the details of FiXs CCB operations, including CCB membership, activities, responsibilities, and operating procedures.

4.0 References and Standards

The following standards will be used for reference in the CM process outlined in this procedure.

- *CMMI for Systems Engineering/Software Engineering/Integrated Product and Process Development, Version 1.02*, Carnegie Mellon Software Engineering Institute, November 2000 (*as updated*).
- National Consensus Standard for Configuration Management, Electronic Industries Alliance (EIA) - 649. (*as updated*)

5.0 CCB Inputs and Outputs

Any change to the configuration baseline must be managed using the configuration change management process (see Figure 1), and must be approved by the FiXs CCB. The FiXs CCB manages changes to the configuration baselines by using Request for Changes (RFCs) or Engineering Change Proposals (ECPs). To perform its review, the CCB requires input from the members of the FiXs CCB.

The output of the FiXs CCB review is a decision on whether or not to authorize initiation of the change. For those changes which are approved, the CCB will also prioritize the changes to indicate a preferred or desired sequence in which the changes should be implemented.

6.0 Activities

A typical CCB meeting may include, but is not limited to, the following activities:

- Review/approval of minutes from the previous meeting (if any)
- Review and status reporting of open CCB action items
- Review of RFC's and ECP's presented for CCB consideration. This review may address the following considerations:
 - Strategic plan impacts
 - Schedule impacts
 - Cost and budget impacts
 - Documentation requirements

- Security accreditation impacts
- Interface impacts
- Closure of completed RFC's and ECP's
- Status of other open RFC's or ECP's, including status of ongoing development, testing, or deployment activities
- Report of ongoing test and evaluation activities by Testing and Evaluation
- After considering the total impact of each proposed change, the members of the CCB will render a decision
- Review of any new action items created and assigned by the CCB Chairperson

7.0 Roles and Responsibilities

7.1 Membership

In accordance with the Bylaws, the FiXs CCB is limited to members of the Board of Directors. By approval of the Board, the Chair is the FiXs Vice President. There shall be no more than seven (7) voting members of the CCB. In addition to the voting members, other personnel may be assigned to support the deliberations of the CCB, as needed, from each of the following areas of specialization:

- Configuration Management (CM) – including but not limited to equipment, software, licenses
- Systems Engineering
- Software Development
- Installation and Deployment
- Integration & Test
- Logistics (documentation, support, training, spares)
- Quality Assurance
- Budget

The CCB will meet periodically, as determined by the Chairperson (or designated alternate) or directed by the Executive Committee,. A quorum consisting of at least 50% of the CCB Board members plus the Chairperson (or designated alternate) is required for a meeting to proceed. With proper advance notice, these meetings may be attended by non-voting members, to assist in clarifying specific change

requests. All CCB members are encouraged to attend these meetings in person. However, meetings *may* be conducted by means of telephone conference or similar communication equipment by means of which all persons participating in the meeting hear each other, and participation in a meeting by such means shall constitute presence in person at such meeting.

Emergency meetings may be called by the Chairperson or as directed by the Executive Committee to handle unexpected developments, situations or circumstances requiring more urgent response. CCB members may attend these emergency meetings in person, or dial in via telephone. Further, members who are unable to attend emergency sessions may submit their inputs via e-mail in advance of the emergency meeting to the Chairperson or to a designated representative/alternate.

7.2 Decisions

CCB decisions are made by the CCB Board members with additional input being considered from non-voting attendees. Non-voting members may be excused from the meeting, in order for the CCB Board members to discuss and deliberate the issues and to reach a decision.

Typically, one of the following decisions is rendered by the CCB, for each proposed change:

- “Approve As-Is”
- Approve with “Noted Change/s”
- “Disapprove” (reason will be stipulated)
- “Hold” or “Defer” (reason will be stipulated)

A simple majority of votes cast by “members present” carries any action except where provided otherwise by law or by the FiXS governance requirements and subject to any coordination necessary with other committees (i.e. Legal and Privacy Committee, Security Committee, etc.. Further, voting may take place in person or by proxy with advance written notice. All votes shall be recorded in the meeting minutes. Votes may also be cast orally via conference call or via email either during or after a conference call

The results of all decisions, along with the assigned priorities, shall be presented to the Executive Committee, at their next regular meeting for final adjudication.

7.3 Meeting Logistics

FiXs CCB meetings are held as directed by the CCB Chairperson. If the CCB Chairperson or a designated alternate is not available to chair a scheduled meeting, the meeting will be re-scheduled.

8.0 CCB Activities Associated with the Configuration Change Management Process

Any change to the configuration of the FiXs baseline must be approved by the CCB. During the development of a configuration change, the CCB must approve continuation of work following each test phase.

All engineering work products identified as required CM artifacts are placed in the under CM control. The members of the CCB perform a technical evaluation of the recommendation and the supporting artifacts. Work products are analyzed for completeness and accuracy. Once required artifacts have been provided and accepted, the ECP is then ready for CCB consideration. The CCB makes a programmatic decision whether to authorize continuation of work on the changes.

The CCB considers:

- Analysis and recommendation of the Subject Matter Experts (SMEs)
- Whether expected interface, schedule, cost, infrastructure, documentation, migration, and other impacts are acceptable (risk management)
- Whether CM documentation requirements have been met

8.1 Emergency Meetings

In addition to the normal CCB meeting, there may be occasions where an emergency meeting is required. Conditions which warrant this process include configuration change recommendations need to either continue system functionality or schedule or to preclude extensive delay in meeting deadlines.

When an emergency or urgent action is required by the CCB, the Chairperson (or designated alternate) is notified by the requesting member and provided with suitable justification. If the Chairperson agrees with the emergency session request, the Chairperson or a CM representative will:

- Arrange a schedule and location for the meeting,

- Contact all CCB members or alternates and communicate the nature of the problem and the schedule for the meeting.
- Make copies of the agenda package and distribute at the earliest opportunity.

A quorum for an emergency CCB meeting is 3 members plus the Chairperson for a total of 4 standing CCB members.

The requesting member will present the issue or requested change. Each participating member will estimate the impact to their functional area. After considering the problem and impact assessment, the members of the CCB will render an appropriate decision, assign an appropriate priority (if approved), assigns the appropriate action item(s) (if necessary), or provides other direction as required to resolve the issue.

Any proposed CCB changes to address an urgent matter must be approved, in advance, by the FiXs President and at least one other officer of the Federation.

After the meeting, CM will complete the post-meeting actions.

At the next formal meeting, the CCB will officially address all emergency CCB issues for closure of paperwork as needed.

8.2 Closure of Proposed Changes

All changes proposed to the CCB (such as ECP's and RFC's) can only be closed by the CCB. Generally, the CCB closes an ECP or RFC when all development, CM, and deployment activities have been completed and an acceptable after-action report has been provided. Some of the other reasons for closing ECP's include:

- An ECP or RFC was superseded by a related ECP or RFC
- Development of a change was cancelled after initiation of work

8.3 Action Item Management

The CCB uses action items to record and track the resolution of all actions assigned to CCB members and others at CCB meetings by the Chairperson. A review of open action items takes place at each CCB meeting, and each meeting concludes with a reiteration of new action items assigned at the meeting.

The following information is recorded for each CCB action item:

- Date action initiated
- Title of action
- Description of action

- Priority (1-5; 1 is most urgent priority)
- Originator
- Assignee
- Due date

The following additional information may be recorded for CCB action items:

- Meeting at which the action was assigned
- ECP or RFC with which the action is associated

Each time an action is reviewed by the CCB, the review date and a description of actions taken by the CCB and/or the assignee are recorded. When the assigned action is complete, the action is closed by recording the closure date, the individual who closed the action (usually the Chairperson), and a summary description of what was done to complete the action.

CM is responsible for recording and updating CCB action items in the Action Item Database following each meeting. CM is also responsible for preparing a list of open CCB action items, in a format approved by the Chairperson, for review at each CCB meeting.

8.4 Test and Evaluation Activities

At each CCB meeting, a Testing and Evaluation representative may provide a summary status of developmental and operational test activities in progress. The Testing and Evaluation representative may also summarize the current status of test activities being performed and provide a schedule of planned test activities.

9.0 Amendments to the CCB Procedures

The FiXs Executive Committee shall provide the overall guidance in the framework and operating procedures for the CCB. Any changes resulting from this guidance shall be incorporated into these procedures

Administrative changes to these procedures shall be incorporated into the Procedures by the CCB Chairperson or a designated alternate. Such changes shall constitute a “minor” revision change in the numbering of this document. All proposed changes shall be reviewed by the members of the CCB Board. Each change shall be considered. The CCB Board members shall vote on the proposed changes, either one-at-a-time, or taken as a whole. All such changes are to be provided to the Executive Committee for final approval and/or submission to the Board of Directors as required.

10.0 REVISION HISTORY

Version	Date	Comments
0.1	Nov 10, 2005	Initial release
0.2	Nov 15, 2005	Clarified Membership, Added section on Changes & Revisions to these Procedures
0.9	Nov 16, 2005	Minor changes based on CCB meeting review & comments – Applicability, Membership, Decisions, and Figure 1.
2.0	March 29, 2007	Changed version number for FiXs documents consistency
2.1	Jan. 31, 2008	Modified to add language regarding the CCB responsibilities, to Section 1.0, General Requirements and Definitions; update Section 7.1 Membership, to be in accordance with the Bylaws; minor editorial changes

Appendix – Acronym List

CCB	Configuration Control Board
CM	Configuration Management
CMMI	Capability Maturity Model – Integration
COTS	Commercial Off-the-Shelf
DW	Deviation/Waiver
ECP	Engineering Change Proposal
FiXs	Federation for Identity and Cross-credentialing Systems
I&T	Integration and Test
QA	Quality Assurance
PM	Program Manager
RFC	Request for Change
SD	Software Development
SE	Systems Engineering
SME	Subject Matter Expert

Process Flowchart

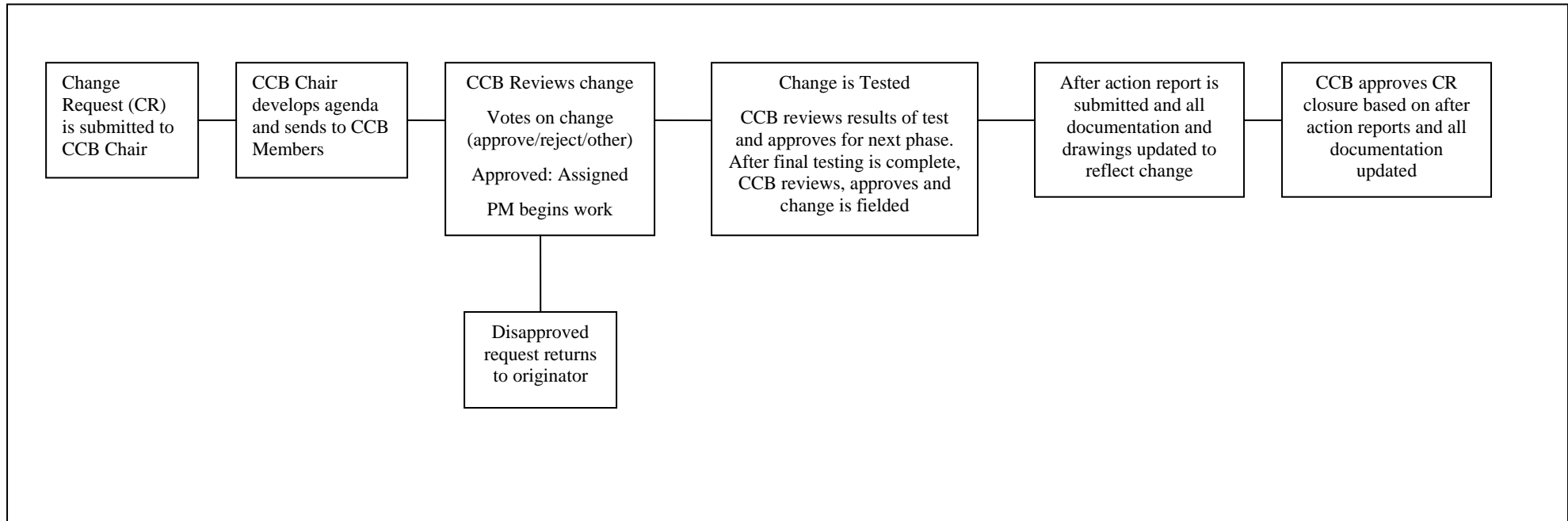


Figure 1