**Configuration Item Record**

|  |  |
| --- | --- |
| **Project Name:** |  |
| **Date:** |  | **Release:** | Draft/Final |
| **Author:** |  |
| **Owner:** |  |
| **Client:** |  |
| **Document Number:** |  |

Note: This document is only valid on the day it was printed

**Revision History**

**Date of next revision:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Revision Date** | **Previous Revision Date** | **Summary of Changes** | **Changes Marked** |
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**Approvals**

This document requires the following approvals. A signed copy should be placed in the project files.

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| **Name** | **Signature** | **Title** | **Date of Issue** | **Version** |
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**Overview**

|  |  |
| --- | --- |
| **Purpose** | To provide a record of such information as the history, status, version and variant of each configuration item, and any details of important relationships between them. |
| **Contents** | *The Configuration Item Record should cover the following topics.* Item Title 3 Item Details 3 |
| **Advice** | *The Configuration Item Record is derived from the: Configuration Management Strategy; Product breakdown structure; Stage Plan and Work Package; Quality Register, Issue Register and Risk Register.**The set of Configuration Item Records for a project is often referred to as a configuration library.**The Configuration Item Records can take a number of formats, including: Document, spreadsheet or database; Entry in a project management tool.* *The following quality criteria should be observed:** *The records reflect the status of the products accurately*
* *The records are kept together in a secure location*
* *Version numbers match the actual products*
* *Configuration Item Records show products’ version histories*
* *A process exists by which the Configuration Item Records are defined and updated.*
 |

Note: Here follows a suggested list of components for each Configuration Item Record. The composition of a Configuration Item Record will be defined in the project’s Configuration Management Strategy so please check to see if the default list recommended here has been altered.Unique Identifier

|  |  |  |
| --- | --- | --- |
| **Project Identifier[[1]](#footnote-1)** | **Item Identifier[[2]](#footnote-2)** | **Current Version[[3]](#footnote-3)** |
|  |  |  |

Note that when combined together these three uniquely identify the configuration item.

### Item Title

(The description of the item (for a product this should be as it appears in the product breakdown structure))

### Item Details

|  |  |
| --- | --- |
| **Date of last Status Change** |  |
| **Owner[[4]](#footnote-4)** |  |
| **Location[[5]](#footnote-5)** |  |
| **Copy Holders[[6]](#footnote-6)** |  |
| **Item Type[[7]](#footnote-7)** |  |
| **Item Attributes[[8]](#footnote-8)** |  |
| **Stage[[9]](#footnote-9)** |  |
| **Users[[10]](#footnote-10)** |  |
| **Status[[11]](#footnote-11)** |  |
| **Product State[[12]](#footnote-12)** |  |
| **Variant[[13]](#footnote-13)** |  |
| **Producer[[14]](#footnote-14)** |  |
| **Date Allocated to the producer** |  |
| **Source[[15]](#footnote-15)** |  |
| **Relationship with other items[[16]](#footnote-16)** |  |
| **Cross References[[17]](#footnote-17)** |  |

1. Project Identifier – A unique reference. It will typically be a numeric or alpha-numeric value. [↑](#footnote-ref-1)
2. Item Identifier – A unique reference. It will typically be a numeric or alpha-numeric value. [↑](#footnote-ref-2)
3. Current Version – Typically an alpha-numeric value. [↑](#footnote-ref-3)
4. The person or group who will take ownership of the product when it is handed over. [↑](#footnote-ref-4)
5. Where the item is stored [↑](#footnote-ref-5)
6. (if relevant), who currently has the product? [↑](#footnote-ref-6)
7. Component, product, release (see section 9.2.2 of the manual) [↑](#footnote-ref-7)
8. As defined by the Configuration Management Strategy. These are used to specify a subset of products when producing a Product Status Account, such as the management stage in which the product is created, the type of product (e.g. hardware/ software), product destination etc. [↑](#footnote-ref-8)
9. When the product will be developed [↑](#footnote-ref-9)
10. The person or group who will use the item [↑](#footnote-ref-10)
11. As defined by the Configuration Management Strategy, e.g. pending development, in development, in review, approved or handed over [↑](#footnote-ref-11)
12. (if used) As defined by the Product Description, e.g. dismantled machinery, moved machinery, reassembled machinery (see section 7.3.3.2 of the manual) [↑](#footnote-ref-12)
13. (if used) for example, language variants [↑](#footnote-ref-13)
14. The person or team responsible for creating or obtaining the item [↑](#footnote-ref-14)
15. For example, in house, or purchased from a third-party company [↑](#footnote-ref-15)
16. Those items that: Would be affected if this item changed; or if changed, would affect this item [↑](#footnote-ref-16)
17. Issues and risks; or documentation that defines requirements, design, build, production and verification for the item (specifically this will include the Product Description) [↑](#footnote-ref-17)