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SHARE

Search Hanford Accessible Reports Electronically

System Configuration Management Plan

(SCMP)

Approvals

S.A. Vega, CADS Manager

A.K. McKay, CADS Customer

S.Y. Bian, LASD Manager

E.L. White, LASD Analyst

Prepared By: E.L. White, Information & Scientific Systems

MASTER

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1.0 INTRODUCTION

1.1 PURPOSE

This Software Configuration Management Plan (SCMP) provides the requirements for control of the Search Hanford Accessible Reports Electronically (SHARE) software and documentation. The SHARE system consists of the TOPIC Text Search and Retrieval software and the programs necessary to extract information from other sources to be placed in SHARE.

1.2 SCOPE

This SCMP applies to the management and control of modifications and enhancements to the SHARE components and supporting documentation. Configuration management and control of changes to SHARE and the supporting documentation will be in accordance with WHC-CM-3-10 Software Practices.

1.3 OVERVIEW

1.4 DOCUMENT CONTROL

Configuration management and control of this document will be in accordance with WHC-CM-3-10 Software Practices. This is described in detail in section 3.1.

1.5 DEFINITIONS

ANSI	American National Standards Institute
DOE	Department of Energy
CADS	Corrective Action Data Systems
HLAN	Hanford Local Area Network
IEEE	Institute of Electrical and Electronics Engineers
IRM	Information Resources Management (BCSR)
	Data Processing contractor for Westinghouse Hanford Company.
ISS	Information and Scientific Systems
ORPS	Occurrence Reporting Processing System
QA	Quality Assurance
	The process of assuring to management a degree of confidence that the end product conforms to established administrative and technical requirements as well as all the applicable standards in effect during the software development effort. CADS FFTF Refueling and Maintenance Planning
QUEST	Quality, Environmental, and Safety Tracking System
SCMP	Software Configuration Management Plan
SCR	System Change Request
SDD	Software Design Description
	The system detail design document which contains detail descriptions of the processing logic, data structures, and data definitions.
SRS	Software Requirements Specifications
	The system document which defines the requirements for a software product, including the functional, performance, interfaces, and design requirements.

2.0 MANAGEMENT

This section describes the people that are involved in SHARE and their roles.

2.1 ORGANIZATION

2.1.1 IRM/ISS

SHARE Support Analysts

2.1.2 CADS

CADS Manager
SHARE-CADS Liaison
SHARE user group

2.1.3 ALARA

Owen Berglund

2.1.4 Quest

Rodney Jong

2.1.5 ORPS

2.2 RESPONSIBILITIES

2.2.1 CADS

This organization coordinates all changes to SHARE and communicates the change requests to IRM/ISS through the use of System Change Request (SCR) and the CADS-SHARE Liaison. It is the primary contact for communication between SHARE users and IRM/ISS.

Before a change is implemented to the SHARE production environment, CADS is responsible to test the changes. These tests will be done in the SHARE Test environment to verify that all changes adhere to the test criteria and meet the intent of the SCR. Acceptance and approval of the work performed will be signified by appropriate signatures on the SCR.

2.2.2 CADS Manager

- Provides direction for the development of and authorizes changes to SHARE.
- Controls the budget and approves the schedule for SHARE.
- Provides approval/disapproval authority for controlling changes to SHARE.
- Provides oversight and guidance for the implementation and use of SHARE Procedures.
- Sets priorities and allocates resources for the expansion and enhancement of SHARE.

2.2.3 SHARE-CADS Liaison

The liaison is a member of the CADS organization, his responsibilities are:

- Provides input to the CADS Manager relative to identification and prioritization of SCRs to the SHARE.
- Provides a communications mechanism between the SHARE Support Analyst and the SHARE users.
- Notifies the SHARE analyst when users are added or removed.

2.2.4 IRM/ISS SHARE Support Analyst

- Ensures that an SCR process is in place for software enhancement, maintenance, and application activities.
- Maintains the SHARE application software and supporting documents associated with changes.
- Implements all changes requests via SCRs.
- Tests changes to ensure they are error free and meet the criteria defined in the applicable SCR.
- Serves as a technical consultant relative to any SHARE technical issues.
- Interfaces with the organization responsible for Hanford Local Area Network (HLAN) and any network issues relative to the SHARE.
- Maintain user access to the system.
- The Database Manager for SHARE.

2.2.5 SHARE User Group

The SHARE user group consist of all users that have access to SHARE. They provides input to the CADS-SHARE Liaison relative to identification of enhancements to the SHARE system. It also is responsible to ensure that correct data is entered and used by the system.

2.2.6 IRM/ISS QUEST Support Analyst

- Provides updates on a weekly basis.
- Maintains the extraction program on the LSIS.

2.3 INTERFACE CONTROL

None beyond what is described in the Responsibilities section (2.2).

2.4 SCMP IMPLEMENTATION

This SCMP becomes effective once the SHARE system is placed into production. Processes for administering SCR's and relating SCR's to the application software and supporting system documentation must also be in place prior to production. This plan is formally released with Rev. 0 of this document.

3.0 ACTIVITIES

3.1 CONFIGURATION IDENTIFICATION

Identification of documents is through the use of WHC-SD document control numbers and associated change procedures through the use of procedures as described in WHC-CM-3-10, section SP-6.1.

Detail procedures regarding software updates and releases are addressed in Section 3.2.5 of this document.

Since SHARE is independent of the ADP hardware, it will not be managed by this document.

Detail procedure regarding how backup to tape is addressed in Section 3.6 BACK AND RECOVERY.

3.2 CONFIGURATION CONTROL

3.2.1 Level of Authority for SHARE Change Control

The manager of CADS is responsible for the approving/disapproving of the changes to SHARE.

3.2.2 SHARE Changes

Changes to the SHARE are of following types:

1. Changes that will occur as part of a major development phase.
2. Changes that will occur due to minor system enhancements, i.e. items requested by the users, anomalies or problem resolutions, etc.
3. Addition of document sets and sources.

All of these types of changes result in the creation of SHARE SCRs, the mechanism by which all changes to the system are controlled.

All SCRs numbers will be sequential number. The SHARE Support Analyst will maintain the SCR Log and assign numbers.

3.2.3 SHARE Change Process

1. The SHARE User Group leader, CADS-SHARE Liaison, or SHARE Support Analyst may initiate and/or prepare a SCR using the SCR form (APPENDIX A). SHARE Support Analyst may assist in the preparation of the SCR.
2. Upon the receipt of a SCR, the SHARE Support Analyst numbers, logs the SCR into the SHARE SCR Log (APPENDIX D), evaluates, provides cost/schedule estimates, and submits it to the CADS Manager and CADS-SHARE Liaison.

3. The CADS Manager (with the help of CADS-SHARE Liaison and SHARE Support Analyst) assesses the SCR for the effect on possible impacts, costs, and schedules and approves or disapproves the request. The disposition will be recorded in the appropriate SCR log.
4. The SHARE Support Analyst will make changes in the SHARE Development environment.
5. Once the changes are made, a SHARE Program/Rule Change List (PRCL) (Appendix B) form listing the names of the components that were modified will be attached to the SCR. Printouts of modified the components (i.e. screens prints, source codes, etc.) will also be attached to the SHARE SCR to document the changes that were done.
6. Using the completed PRCL form, the changes will be moved from the Development to the Test environment for testing.

3.2.4 Testing of SHARE Changes

An overview of the SHARE testing approach can be found in the SHARE System Test Documentation along with the test case and procedures. The SHARE Test/- Incident Log (APPENDIX C) will be located with the CADS-SHARE Liaison.

1. The Tests to be executed will be determined by the CADS-SHARE Liaison and SHARE Support Analyst using the PRCL list. New Tests Cases may have to be created to fully test the changes. The SHARE user may be involved in any phase of the testing. Test Case ID and results will be noted on Test/Incident Log. Unsatisfactory test results may require changes and will be retested.
2. When all the testing is satisfactory and prior to release of the new version to the SHARE production environment, an installation and acceptance review will be performed and a test summary report will be prepared. The report is documented on the SHARE Test Summary, Installation, and Acceptance Acknowledge form (APPENDIX E). The report will be reviewed and concurred upon by the CADS-SHARE Liaison and SHARE Support Analyst.
3. After tests are completed satisfactorily and approved, the prior version of the software is saved to allow 'fallback' option for contingency purposes. This procedure is described in Section 3.6.
4. Affected documents will be updated. The detail procedures are described in Section 3.2.6
5. After the installation date and time is agreed upon between the CADS-SHARE Liaison and SHARE Support Analyst, the CADS-SHARE Liaison is responsible to inform the SHARE User Group of the installation date and time.

3.2.5 Implementation of SHARE Changes

The following steps will be followed for moving approved and tested records from the Test to the Production environment.

1. Copy the components listed on the PRCL from the Production environment to the \nnn.SCR directory by the SHARE Support Analyst.
2. Copy the components listed on the PRCL from the Development to the Production environments by the SHARE Support Analyst at the installation date and time.
3. Record the installation date and time on SCR. The SCR, PRCL, Test Log/Incident Report, and Test Summary Report are filed in the SHARE SCR Logbook. This document is located with the CADS-SHARE Liaison.

3.2.6 SHARE Document Release/Changes

When an SCR affects the content of SHARE documents, the SHARE documents will be updated and released. The procedure is in accordance with CM-3-10 Software Practice SP-6.1.

3.2.7 Production Software Problem Resolution

Any SHARE user can call in a problem to the EUC, SHARE Support Analyst, or CADS-SHARE Liaison for analysis. If the problem does require a component modification, then a SCR is generated. The change follows the previous SCR process. The user reporting the problem is then notified by phone or CC:Mail as to the resolution.

3.3 CONFIGURATION STATUS ACCOUNTING

The status of all configuration changes can be determined by examining the SHARE SCR log.

3.4 AUDITS AND REVIEWS

The testing and approval processes described in section 3.2 is the method used to verify that the change satisfies the SCR requirements.

3.5 ACCESS CONTROL

Access to the HLAN and the TOPIC fileserver is required to gain access to the SHARE application. HLAN access is controlled by HLAN administration. TOPIC access is controlled by the SHARE Support Analyst.

The CADS Manager decides the access and privileges for each user accessing the SHARE application. The SHARE Support Analyst will be able to change access privileges.

All non-user passwords for SHARE filesevers will be available to the CADS Manager, CADS-SHARE Liaison, and SHARE Support Analyst.

3.6 BACKUP AND RECOVERY

The backup and recovery of SHARE fileserver is done by IRM/HLAN administration in accordance with their internal procedures.

If for any reason the newly installed software causes problem in the Production environment, the SHARE Support Analyst will be notified. See 3.2.7 on how to handle the problem.

SHARE	Document	WHC-SD-GN-CSCM-30022
SYSTEM CONFIGURATION MANAGEMENT PLAN	Page	1 of 1
TOOLS, TECHNIQUES AND METHODOLOGIES	Revision	0

4.0 TOOLS, TECHNIQUES AND METHODOLOGIES

The microcomputer, HLAN, TOPIC, and Visual Basic program provide all needed resources to update the SHARE components. All documentation is generated by WordPerfect DOS Version. The diagrams included in the documents are maintained by Harvard Graphics DOS Version.

5.0 SUPPLIER CONTROL

Configuration management of vendor provided products used on the HLAN and microcomputer products are provided by IRM's Network Engineering and Technology organization.

The release of a new TOPIC version will be evaluated by the SHARE Support Analyst for advantages/disadvantages of upgrading. The decision to upgrade SHARE TOPIC version will be decided by CADS Manager, CADS-SHARE Liaison, and SHARE Support Analyst.

A new version of TOPIC will be installed in it's own Fileserver area and the Acceptance Test case executed.

6.0 RECORDS COLLECTION AND RETENTION

All the supporting documents related with SHARE are maintained, and controlled by IRM in accordance with WHC-CM-3-10 Software Practices.

All other documentation is internally documented for SHARE purposes. As the project continues, future plans include documenting records in as practical and formal a manner as possible.

7.0 REFERENCE DOCUMENTS

WHC CM-6-1 - Standard Engineering Practices

- EP-4.1 Design Verification Requirements

WHC CM-3-10 - Software Practices

- Appendix I - System User Documentation

WHC CM-2-6 - Data Administration Standards

ANSI/IEEE Software Engineering Standards

- Std 830-1984 Requirements Specifications
- Std 1016-1987 Design Descriptions

SHARE Support Documents

- WHC-SD-GN-PMP-30007 - SHARE System Project Management Plan
- WHC-SD-GN-CSWD-30058 - SHARE System Verification and Validation Plan
- WHC-SD-GN-CSWD-30054 - SHARE System Concept Document
- WHC-SD-GN-CSR-30008 - SHARE System Requirements Specification
- WHC-SD-GN-CSWD-30056 - SHARE Alternatives Analysis
- WHC-SD-GN-CSDD-30006 - SHARE System Design Description
- WHC-SD-GN-CSWD-30057 - SHARE System Test Plan
- WHC-SD-GN-CSUD-30005 - SHARE System User Document

Appendix A - System Change Request
System Change Request

SCR Number.....: _____

Title.....: _____

Requested By...: _____ Date: _____

Type of Change: ☐ Component Change ☐ Problem Report

Description....:

Priority.....: ☐ High ☐ Med ☐ Low Requested Completion Date: _____

Assigned To...: _____ Date _____

Estimate.....: Total Hours _____ Completion Date _____

Change Request: ☐ Accept ☐ Reject ☐ Defer Until: _____

CADS Mgr / Date

	<u>Date</u>	<u>Signature</u>	<u>Hrs</u>
Status.....: Development Compl.	_____	By _____	_____
Testing Compl.	_____	By _____	
Production Updated	_____	By _____	
Working SDs Updated	_____	By _____	
SDs Released	_____	By _____	

Comments:

Appendix B - Share Change List
SHARE Change List

SCR Number: _____

Components Changed

Documents to be Updated

Page 1 of _____

TEST TITLE: _____
DESCRIPTION: _____

TEST PERFORMER: _____ DATE: _____

[illegible]

Page _____

[illegible]

Appendix E - Test Summary Report
SHARE TEST SUMMARY, INSTALLATION AND ACCEPTANCE ACKNOWLEDGEMENT

TEST SUMMARY REPORT

SCR NUMBER: _____ DATE: _____

OVERVIEW:

SUMMARY OR RESULTS:

TEST SUMMARY REPORT CONCURRENCE:

CADS-SHARE Liaison Date

SHARE Support Analyst Date

Comments:

ACCEPTANCE OF SHARE CHANGE AND READY TO INSTALL:

CADS-SHARE Liaison Date

SHARE Support Analyst Date

Comments:

THIS FORM SERVES AS THE VERIFICATION AND VALIDATION (V&V) REPORT FOR THIS SCR.