

Electronic Information Environment (EIE)

Partner and DND EIE Interface Configuration Management

This content is for Industry partners who have been contracted to participate in an In-Service-Support phase of a Weapon System or Platform that the Department of National Defence has acquired.

EIE Project

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1 Introduction

1.1 Purpose

The purpose of Configuration Management (CM) is to establish and maintain the integrity of work products using configuration identification, configuration control, configuration status accounting, and configuration audits.

The purpose of the Configuration Management (CM) procedure is to provide an agreed upon and defined process for how the Partner and Department of National Defense (DND) Electronic Information Environment (EIE) team will perform CM and manage requests for changes as it relates to the interface between the Partner and DND Electronic Information Environment (EIE) systems. This will ensure configuration control of the configuration items in baselines as well as allow for tracking of the impacts of change to the overall project. The successful management of change is critical to the success of any project.

1.2 Scope

The CM procedure shall include processes related to the following:

- Identification of the work products that compose the EIE baselines
- Controlling changes to configuration items and defined baselines
- Maintaining the integrity of baselines
- Providing accurate status and current configuration information to the users of the identified work products and baselines

Changes beyond this scope which involve changes to the in-service support contract shall follow the change management procedure as defined in the contract. Each organization, Partner and DND EIE, shall continue to follow their internal configuration management procedures as defined by their corporate policies and procedures. The intention of this procedure is to define the processes that are joint and cross-organizational in nature only.

1.3 References

The Partner specific information (for example the Partner Repository) will be documented using “ANNEX A - CM Template.doc” located in the same folder as this document.

A copy of the “ANNEX A - CM Template.doc” document will named “ANNEX A - <project> Configuration Management.doc” and updated with specific configuration management information for the project. For example “ANNEX A - MHLH Configuration Management.doc” will contain information specific to configuration management for the MHLH project.

2 Roles and Responsibilities

2.1.1 DND IT Project Management Lead

This role will be responsible to liaise with the respective IM/IT personnel with Canada’ ADM (IM) group and the respective Project management offices (PMOs) or In-Service-Support Weapon System Manager (WSM) , Equipment Management team (EMT) within Canada DND, in order to review and recommend acceptance of change initiated by any of the participating entities.

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2.1.2 Partner IT Project Management Lead

This role will be responsible to ensure that the required impact analysis, review and recommend acceptance or rejection by a change on behalf of the specific industry partner being represented.

2.1.3 DND EIE Lead

This role is responsible to ensure the business solution for the proposed change is understood and provides an acceptance of the proposed change to the DND IT Project Management lead. This role within Canada will be fulfilled by respective PMO personnel during acquisition and WSM designated EIE lead during ISS,

2.1.4 Partner EIE Lead

This role is responsible to ensure the business and technical solution for the proposed change is analyzed and provides a recommendation to the Partner IT Project Management lead. If industry partner has a different role than what is described for a similar function, Industry partner can operate with their local models as long as the function as described is performed.

2.1.5 Configuration Managers

Both the Partner and DND EIE shall designate a specific individual to perform the role of Configuration Manager. The Configuration Managers shall perform the following functions which will be further defined within this procedure. This will be a joint function performed collaboratively by the Configuration Managers.

- Identify the work products that compose the baselines
- Establish and maintain the baselines
- Manage work product changes
- Facilitate a regularly scheduled Change Control Board (CCB) meeting
- Enforce documentation format and storage standards and procedures
- Ensure compliance to all documented CM procedures through inspection and audit
- Inform team members of work product updates as appropriate

3 Establish and Maintain Baselines

3.1 Definition of Baseline

In the context of this procedure a baseline shall be defined as a list of configuration items that have been formally approved by the Partner and DND. Each baseline contains a unique version of each configuration item that composes the baseline.

3.2 Identification of Configuration Items

The Configuration Managers shall identify the list of configuration items (work products) that shall be in scope for EIE. A work product is considered a configuration item when it is approved by the Partner and DND. The mechanism for approval of a configuration item is the EIE Partner and DND EIE Change Control Board.

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3.3 Baseline of Configuration Items

3.3.1 Baseline Spreadsheet

The list of configuration items and baselines shall be contained within a spreadsheet controlled by the DND EIE Configuration Manager. The master spreadsheet shall be stored in the DND EIE project repository with a copy posted to the Partner repository. The name and locations of the spreadsheet shall be recorded in a separate document created for each industry partner using the [Annex A template](#). This is a living, version controlled, document under continuous review and utilized jointly by the Partner and DND in order to maintain the integrity of work products.

3.3.2 Official Baselines

The EIE configuration items are organized by business domains. Each business domain has its own set of baselines. Along with the baseline for each business domain there is a release notes document for each business domain.

Each time an approved change is ready to be implemented a new baseline is created reflecting the new version of configuration items that have been changed, and a new version of the release notes is updated to reflect the new baseline.

The latest version of the release notes indicates the official baseline currently implemented by both the Partner and DND. The name and locations of the release notes shall be recorded in a separate document created for each industry partner using the [ANNEX A template](#).

The Test Readiness Review document and test results report shall determine the version of test artifacts (baseline) for that test cycle.

3.4 Test Artifacts

Test artifacts consist of work products that are required for testing but are not part of the final product that will be deployed to the production environment (e.g. test scripts and test data). It is important that test cycles are not delayed due to changes in test artifacts discovered as a result of testing.

The following steps will be followed for configuration management of test artifacts:

- At the beginning of a test cycle all test artifacts will be detailed in the Test Readiness Review (TRR) meeting agenda.
- The TRR Agenda shall be provided to the DND EIE Configuration Manager one business day prior to the meeting to provide the DND EIE Configuration Manager time to audit the agenda to ensure adequate detail is provided in the agenda and to ensure that all test artifacts on the agenda have been retrieved from the Partner repository and placed in the DND EIE repository.
- The approval to proceed with the test cycle based on the TRR agenda constitutes approval of the test artifacts and the TRR Agenda represents the baseline of the test artifacts for that test cycle.
- Any changes required to the test artifacts, as a result of testing, require only the approval of the Partner and DND Test Leads to be implemented. The version of the test artifact must be incremented.
- Any changes made to test configuration items during a test cycle must be identified in the test results report created at the end of the test cycle.

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4 Documentation Standards

4.1 Document Format and Structure Guidelines

The following requirements shall be met for all configuration items unless they are in direct conflict with the Partner's documentation policies.

- All configuration items must contain the **file name, version and change control log within the document**. Providing a change control log with the configuration items removes the need for an entire document to be reviewed due to one change.
- All color coding within configuration items should be avoided or limited. If color is being used to high-light text, then format the text in bold so it can be seen in black-and-white hard copies.
- When provided the, document format guidelines shall be followed for all configuration items using that format.
- When provided, the document templates provided should be used. The name and locations of the document templates shall be recorded in a separate document created for each industry partner following the template in Annex A.
- Version numbering should use the format "x.x" where "x" is an integer.
 - A new configuration item that is being submitted for initial review should begin with version 0.x
 - The first approved version of the file shall be 1.0
 - Each time the file is modified the version shall be incremented

4.2 Microsoft Word (and PDF) Documents

Microsoft Word and PDF documents shall meet the following requirements unless they are in direct conflict with the Partner's documentation standards and policies.

- All Microsoft Word documents shall be in Microsoft Word 2003 format (.doc) as this is the version currently in use by DND.
- In a Microsoft Word document, enable *Track Changes* shall be used between revisions until the version has been officially approved.
- Each time a new version of the document is approved – all tracked changes will be accepted to create a "Final" copy of that version and the *Track Changes* will be used to show changes for the next version.
- The title page of the document will contain the document version, date, title, and disclosure
- Every page of the document will contain the version, date, title, disclosure, page number, and total number of pages in the header/footer.

4.3 Microsoft EXCEL (and other spreadsheets)

Microsoft EXCEL (and other spreadsheets) shall meet the following requirements unless they are in direct conflict with the Partner's documentation standards and policies.

- All Microsoft EXCEL documents shall be in Microsoft EXCEL 2003 format (.xls) as this is the version currently in use by DND.
- There will be a tab (worksheet) in the document to track version information
 - Cell A1 will contain the document title, version, and disclosure
 - Row 2 will contain, at a minimum, headers for the following columns
 - Version
 - Date (of the version)
 - Change Log (overviewing the changes in that version)
- Cell A1 of every tab will reference Cell A1 from the tab (sheet) to track version information
- Page setup will be configured so file name prints on top of each page
- Page setup will be configured so page number and total number of pages prints on each page
- Page setup will be configured so (at a minimum) Row 1 is printed on each page

4.4 File Naming Guidelines

All configuration items shall be named using the following guidelines unless they are in direct conflict with the contract or Partner's documentation standards and policies.

- File names shall not contain the version information in the name.
 - Since all configuration items must contain the file name and the version within the document, it is not necessary to include the version within the file name.
 - Some version control systems cannot handle a configuration item having different names for different versions.
 - Comparison of baselines requires each configuration item name to be consistent. Changing the file name between versions removes the ability to identify changes between baselines.
- Avoid the use of spaces within the file name.
 - Use of spaces inside file names can create problems for some tools
 - Use of spaces inside file names makes it difficult to provide links to the file

4.5 File Storage, Update, and Access Procedures

Work products and configuration items shall not be exchanged between the Partner and DND by attaching them to email. All work products and configuration items shall be exchanged by using the Partner provided collaboration environment. This ensures everyone has access to the same version of the work products and avoids issues with email spam filters as well as email boxes becoming full.

At a minimum -the Partner repository will be organized with the following sections:

- configuration items that have been changed as result of an approved change request and are ready for review
- work products being provided to DND by the Industry Partner
- the released (official) version of configuration items
- the folder structure used for configuration management and change control
- testing related work products

At a minimum, the DND EIE Configuration Manager and DND EIE Test Lead shall have read/write access to the DND EIE project repository and the Partner collaboration environment.

The Partner Configuration Manager and Partner Test Lead shall have read/write access to the Partner repository.

4.5.1 DND provided documents for review

All configuration items provided to the Partner by DND for formal review shall be placed in Partner repository using the folder structure document in Figure 4-1.

Once the review of the configuration items is completed they will be moved into the “Archive” folder for historical reference only.

Documents inside a “For Review” folder are only provided for review and should never be used for any other purpose.

The Partner shall not modify the content of the Canada_to_<Partner> folder.

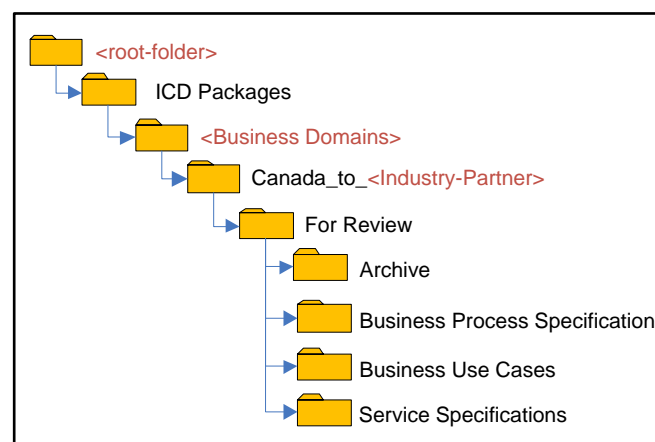


Figure 4-1: Canada Review Document Folder Structure

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4.5.2 Configuration Items Provided to DND from the Partner

All configuration items provided to DND by the Partner shall be placed in Partner repository using the folder structure documented in Figure 4-2 .

Once a configuration item no longer provides any value it will be moved into the “Archive” folder for historical reference only.

Documents inside a “For Review” folder are only provided for review and should never be used for any other purpose.

DND shall not modify the content of the <Partner>_to_Canada folder.

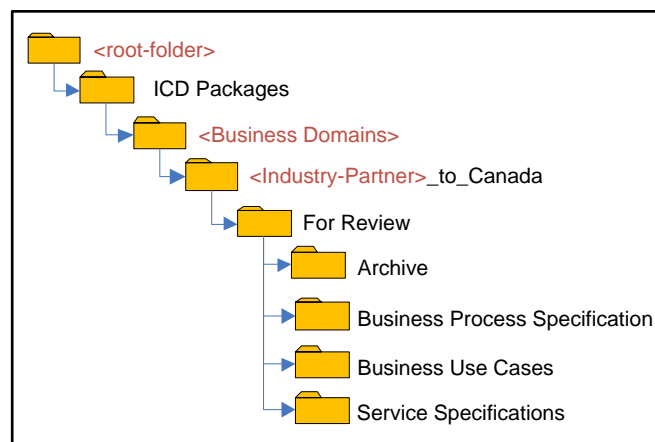


Figure 4-2: Partner Review Document Folder Structure

4.5.3 Released (official) Configuration Items

All release (official) configuration items provided to DND by the Partner shall be placed in Partner repository using the folder structure documented in Figure 4-3.

The most recent version in this location shall reflect the approved baselines.

The Partner shall not modify the content of the Canada_to_<Partner> folder.

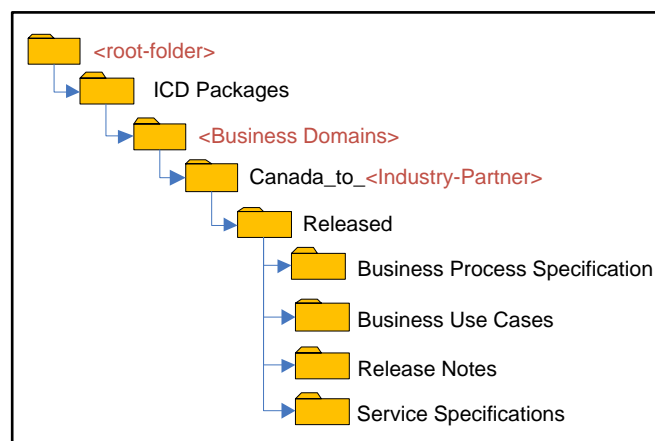


Figure 4-3: Released Configuration Item Folder Structure

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4.5.4 Configuration Management and Change Management

All files related the configuration management and change management shall be stored in the Partner repository using the folder structure documented in Figure 4-4.

The DND EIE Configuration Manager and Partner Configuration Manager shall co-operatively manage the contents of this folder structure.

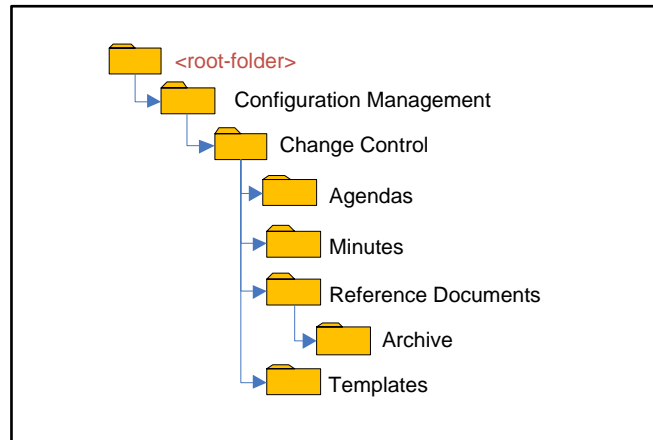


Figure 4-4: Configuration Management Folder Structure

4.5.5 Testing Artifacts

All test artifacts shall be stored in the Partner repository using the folder structure documented in Figure 4-5.

The DND EIE Test Lead and Partner Test Lead shall co-operatively manage the contents of this folder structure.

The agenda of the Test Readiness Review shall determine the version of test artifacts to start a test cycle. The test results report will identify any changes to test artifacts during the test cycle.

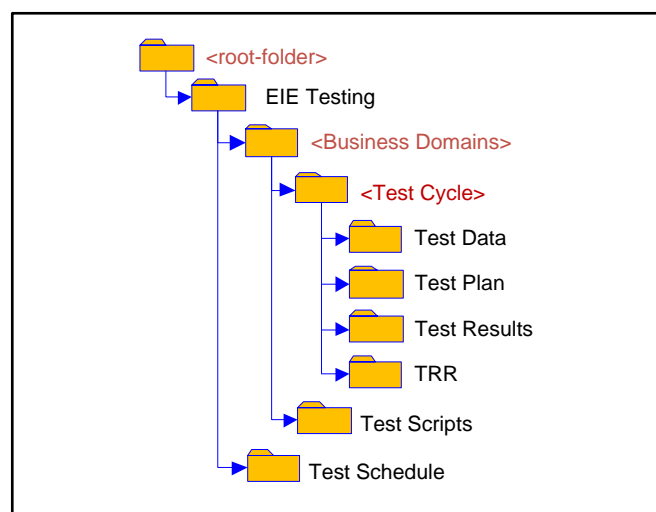


Figure 4-5: Test Artifact Folder Structure

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4.6 Work Product Distribution

All configuration items shall be distributed using the following procedure:

- Prior to sending a notification email where a new work product or new version of existing work product is being provided by DND EIE to the Partner, the DND EIE Configuration Manager will post the work product to the Partner collaboration environment from the DND EIE repository.
- Distribution shall be performed by providing the location of the folder in the Partner and DND repository and indicating the relevant file name and version in the content of an e-mail to the Partner and DND Configuration Managers. The email notification shall copy the following individuals:
 - Configuration Managers delegates
 - DND IT Project Management Lead
 - DND EIE Lead
 - Partner IT Project Management Lead
 - Partner EIE Lead
- Upon receipt of a notification email from the Partner Configuration Manager the DND EIE Configuration Manager shall retrieve the work product from the Partner collaboration environment and add it to the DND EIE repository.
- Upon receipt of the notification email, the Configuration Managers shall ensure that all resources that need to be aware of a work product update are informed appropriately and reply to the notification email to acknowledge receipt.
- At the discretion of the Configuration Managers, specified work products may be exchanged between only the Configuration Managers via email. In this case, the Configuration manager would perform the distribution as indicated in the previous bullet item. This will allow configuration items to be exchanged in the case where the DND EIE Configuration manager is having problems accessing the Partner collaboration environment.
- If a small working group wishes to e-mail proposed changes to a configuration controlled document between themselves without the involvement of Configuration Management, they may do so at their discretion. However, the formal change management process outlined within this document must be followed when the working group agrees upon the revision and the revision is ready for the formal review and acceptance cycle.

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5 Change Management

5.1 Definition of Change

In the context of this procedure a “Change” shall be defined as any modification, addition, or deletion of a configuration item that is included in a baseline and under change control. This would include, but is not limited to, changes to the design documents and related technical attachments. A modification to any work product that is included in a baseline, or that is requested to be included within a baseline, shall be processed according to this procedure.

A change shall be classified as either an Enhancement Request or a Defect.

5.1.1 Enhancement Request

An Enhancement Request is a change request to modifying exiting approved functionality or to implement new functionality.

5.1.2 Defect

A defect is a change request created as a result of a problem reported by a user or found during testing. A defect is only used to correct a problem when approved functionality is not working as defined.

5.2 Change Control Board (CCB)

There shall be an EIE Partner and DND Change Control Board (CCB) established. The role of the CCB is to:

- Define, approve, and document the configuration items and version numbers that will make up a specified baseline.
- Determine what baseline will be utilized for each testing event as well as the final production software release.
- Determine whether or not a proposed change request should be implemented
- Approve the new or changed configuration items that define how an approved change request will be implemented
- Determine the schedule for when an approved change request shall be implemented

5.2.1 Change Control Board Membership

The CCB shall consist of members from both the Industry Partner and DND. The permanent members of the CCB shall include, but not be limited to the following roles:

- [DND IT Project Management Lead](#)
- [Partner IT Project Management Lead](#)
- [DND EIE Lead](#)
- [Partner EIE Lead](#)
- [DND EIE Configuration Manager](#)
- [Partner EIE Configuration Manager](#)
- DND Lead Architect
- Partner Lead Architect
- DND EIE Test Lead
- Partner Test Lead

When a member of the CCB is unavailable a delegate will only be acknowledged in that role if the absent member has notified the DND EIE Configuration Manager, prior to the CCB meeting, identifying the delegate.

NOTE: It is possible that one individual may hold more than one role

5.2.2 Change Control Board Operation

The Change Control Board (CCB) shall meet as required and as requested by the configuration managers to address agenda items. The meeting shall be hosted jointly by the Partner and DND Configuration Managers. The items to be discussed during this meeting shall be placed into an agenda which will be distributed to the CCB Members one business day prior to the commencement of the CCB meeting (to ensure appropriate representation during the CCB meeting). CCB members and the Change Managers may, at their discretion, invite other participants to the CCB meetings in order to discuss specific items that are on the agenda.

The CCB meeting shall be cancelled if quorum is not present at the meeting. The following defines the minimum attendance required to reach quorum:

- DND IT Project Management Lead or delegate
- Partner IT Project Management Lead or delegate
- DND EIE Lead or delegate
- DND EIE Configuration Manager or delegate

All formal decisions of the CCB require the approval of the following:

- DND IT Project Management Lead or delegate
- Partner IT Project Management Lead or delegate
- DND EIE Lead or delegate

CCB meetings will include but not be limited to the following activities:

- Review of proposed change requests on the agenda. The CCB can choose to approve, reject, or send the change request back with comments.
- Review of configuration items on the agenda. The CCB can choose to approve or reject the configuration items.
- Review and schedule approved change requests on the agenda. The CCB can choose to schedule the approved change for implementation or defer scheduling the approved change

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- Review of action items created as a result of previous CCB meetings

5.3 Change Approval Process

Figure 5-1 is a high-level workflow of the change approval process that shall be followed for any change to interface configuration items. This process only applies to the approval of a change. Any change that is approved must then follow the change implementation process. Each step in the process is numbered and described below:

1. Using the change request template a member of the Partner team will write a new change request, add it to the Partner collaboration environment, and notify the Partner EIE Configuration Manager. It is the responsibility of the originator to ensure that the change request is clear, concise, unambiguous, and has agreement of the Partner team.
2. The Partner Configuration Manager will review the new or updated change request to ensure documentation standards have been followed, if necessary update the change request in the Partner collaboration environment, and notify the DND EIE Configuration Manager of the new change request by email.
3. Using the change request template a member of the DND EIE Team will write a new change request, add it to the DND EIE repository, and notify the DND EIE Configuration Manager by email. It is the responsibility of the originator to ensure that the change request is clear, concise, unambiguous, and has agreement of the DND EIE Team.
4. When notified of a new change request the DND EIE Configuration Manager will review the change request to ensure it meets documentation standards, if required update the change request, and ensure that same version of the change request is posted to the Partner collaboration environment and DND EIE repositories.
5. If the change request was originated by DND the DND EIE Change Manager shall notify the Partner Configuration Manager by email and request the Partner review the new change request.
6. The Partner Configuration Manager will initiate a Partner review of the new change request.
7. The Partner team members shall review the change request and provide the Partner Configuration Manager with a recommendation for approval or comments or questions required to better understand the change request. Comments and questions will be provided inside the change request document using "Track Changes".
8. The Partner Configuration Manager shall post any comments to the Partner collaboration environment and notify the DND EIE Configuration Manager of the results of the review.
9. If the change request was originated by the Partner the DND EIE Configuration Manager will initiate a DND review of the change request.
10. The DND EIE team members shall review the change request and provide the DND EIE Configuration Manager with a recommendation for approval or comments or questions required to better understand the change request. Comments and questions will be provided inside the change request document using "Track Changes".
11. When the results of a review of a change request are received, the DND EIE Configuration Manager will ensure that the latest copy of the change request is posted to the Partner collaboration environment and DND EIE repository.
12. If DND provided comments or requested clarifications of a change request as a result of the review, the DND EIE Configuration Manager shall notify the Partner Configuration Manager by

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email and request that the change request be updated to address the feedback from the DND EIE Team.

13. The Partner Configuration Manager shall request the originator to update the change request to address the DND EIE Team feedback.
14. The Partner originator of the change request shall update the change request in the Partner collaboration environment to address the feedback from the DND EIE team and notify the Partner Configuration Manager of the updated change request. It is the responsibility of the originator to ensure that the updated change request is clear, concise, unambiguous, and has agreement of the Partner team.
15. If the Partner provided comments or requested clarifications of a change request as a result of the review, the DND EIE Configuration Manager shall notify the DND originator by email and request that the change request be updated to address the feedback from the Partner team.
16. The DND originator of the change request shall update the change request in the DND EIE repository to address the feedback from the Partner team and notify the DND EIE Configuration Manager by email of the updated change request. It is the responsibility of the originator to ensure that the updated change request is clear, concise, unambiguous, and has agreement of the Partner team.
17. Once the change request has been reviewed and there are not further clarifications or updates required the CCB will review the change request and provide the results of their review to the DND EIE Configuration Manager. The CCB can request further clarification or rework of a change request, reject the change request, or approve the change request.
18. If a change request is rejected by the CCB the DND EIE Configuration Manager shall update the change request explaining why the CCB rejected the change request, publish the updated change request to the Partner collaboration environment and DND EIE repository, notify the Partner configuration manager, and close the change request
19. If a change request is approved this will initiate the *“Change Implementation Process”*

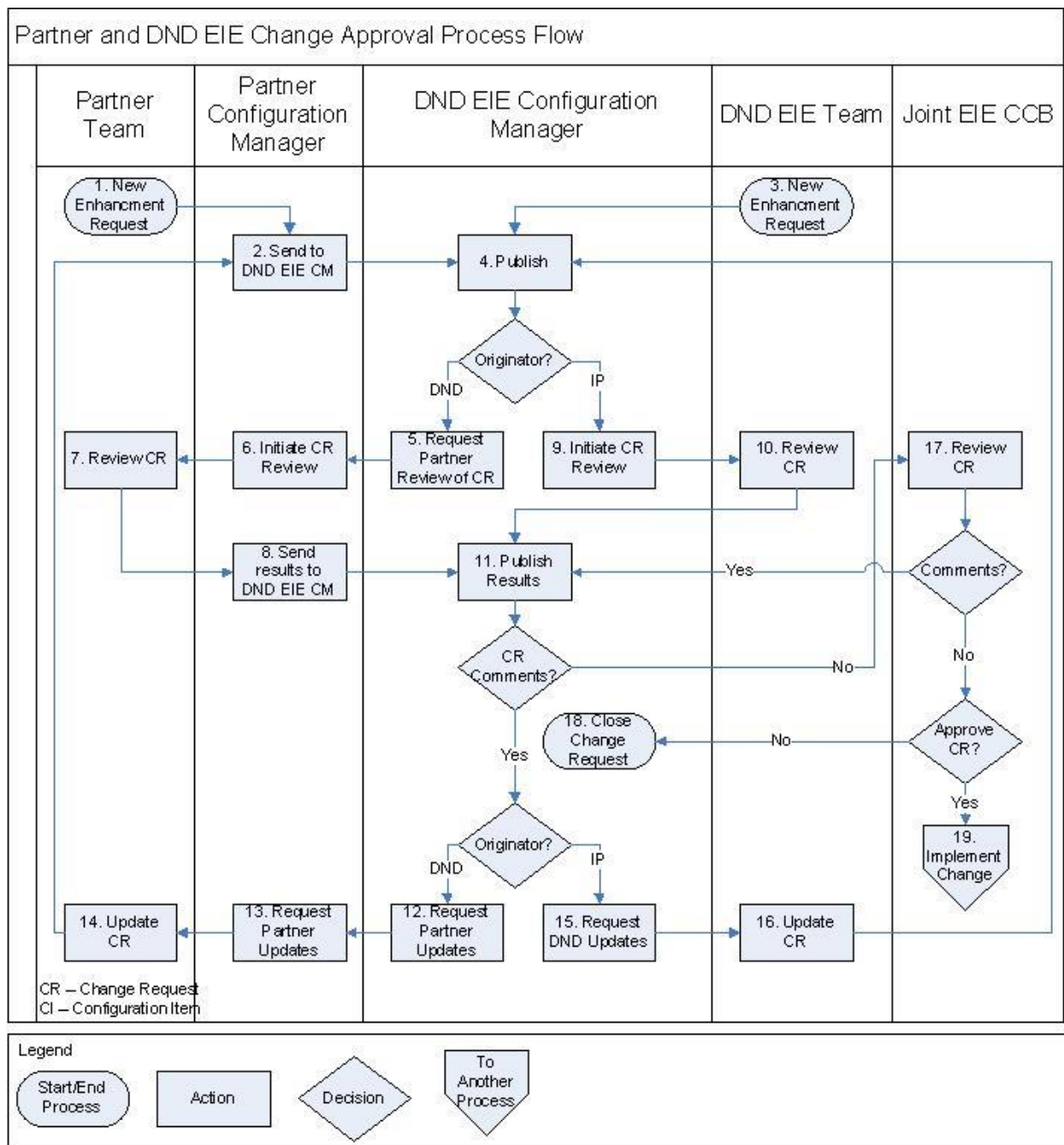


Figure 5-1: EIE Industry Partner and DND Change Approval Process Flow

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5.4 Change Implementation Process

Figure 5-2 is a high-level workflow of the change implementation process that shall be followed for any change to configuration items. This Change Implementation Process will also be initiated by the CCB approving a change request. Each step in the process is numbered and described below:

1. When a problem is identified by the Partner team a member of the Partner team will open a defect in the Partner repository, and notify the Partner Configuration Manager. It is the responsibility of the originator to ensure that the defect is clear, concise, unambiguous, and has agreement of the Partner Team.
2. The Partner Configuration Manager will review the defect to ensure documentation standards have been followed, if necessary update the defect in the Partner repository, and notify the DND EIE Configuration Manager of the new defect by email.
3. When a problem is found a member of the DND EIE Team will open a defect in the DND EIE change tracking system, and notify the DND EIE Configuration Manager by email. It is the responsibility of the originator to ensure that the defect is clear, concise, unambiguous, and has agreement of the DND EIE Team.
4. The DND EIE Configuration Manager will post the results of each CCB meeting and new defects to the Partner collaboration environment and DND EIE repository, and notify the appropriate individuals of resulting action items.
5. When a change request has been approved or defect has been created the DND EIE Team will design a solution to address the change request, update the necessary configuration items in the DND EIE repository to reflect the solution, and notify the DND EIE Configuration Manager by email when the updated configuration items are ready for review. It is the responsibility of the DND EIE team member responsible for the updates to ensure that the change has been reviewed and accepted by the DND EIE team.
6. The DND EIE Configuration manager will ensure that documentation standards have been followed for all updated configuration items, and post the updated configuration items to the Partner collaboration environment and DND EIE repository.
7. The DND EIE Configuration manager will notify the Partner Configuration Manager by email of the updated configuration items and request a Partner review.
8. The Partner Configuration Manager shall initiate a Partner review of the updated configuration items.
9. The Partner team will review the updated configuration items provided by DND EIE and provide the results of their review to the Partner Configuration Manager.
10. The Partner Configuration manager shall notify the DND EIE Configuration Manager of the results of the review of the configuration items and, in the case of comments, provide a consolidated set of Partner comments.
11. The DND EIE Configuration manager shall publish the results of the Partner review of the configuration items. If there are comments they will be sent to the DND EIE Team to incorporate into an updated set of configuration items. If there are no comments the configuration items will be added to the next CCB agenda for review.
12. Updated configuration items for an approved change request or defect that have been reviewed without comments by the Partner are reviewed by the CCB. The CCB will either approve or reject the set of configuration items.

The information being provided is to illustrate the model that exists for business processes and information exchange within the Performance Based Contracting (PBC) solution for the Department of National Defence. The information is provided to facilitate an understanding of the business architecture and the solution architecture that exist for the PBC program. The content is not intended to reflect the end state specifications for all of the PBC EIE related services.

13. The DND EIE Configuration Manager will publish the decision of the CCB to approve or reject the updated configuration items for the change request and notify the appropriate individuals of resulting action items.
14. The CCB reviews the approved configuration items and decides when the change request will be implemented. The CCB can choose to schedule the implementation of the change or defer the decision to a future time. Any approved change request on the CCB agenda to be scheduled will remain on the agenda of all future CCB meetings until it is scheduled. *Note: A change request may be scheduled earlier in the process at the discretion of the CCB members.*
15. At the scheduled time, The DND EIE Configuration manager will create and publish to the Partner collaboration environment and DND EIE repository a new baseline containing the configuration items approved for implementation of the change. The DND EIE Configuration manager will then notify the Partner Configuration manager and the DND EIE Team of the new baseline and request implementation of the baseline for the scheduled date.
16. The Partner Configuration Manager will notify the Partner team of the new baseline and request implementation of the change.
17. The Partner team will implement the change using the provided baseline and notify the Partner Configuration Manager of the implementation details upon completion.
18. The Partner Configuration Manager will notify the DND EIE Configuration Manager when the Partner has implemented the change.
19. The DND EIE team will implement the change using the provided baseline and notify the DND EIE Configuration manager when of the implementation details upon completion.
20. The DND EIE Configuration Manager will monitor the approved change request until confirmation is received from the Partner Configuration Manager and DND Team that the change has been implemented.
21. The DND EIE Configuration Manager shall update the change request with the appropriate details, close the change request, and post the new version of the change request to the Partner collaboration environment and DND EIE repository.

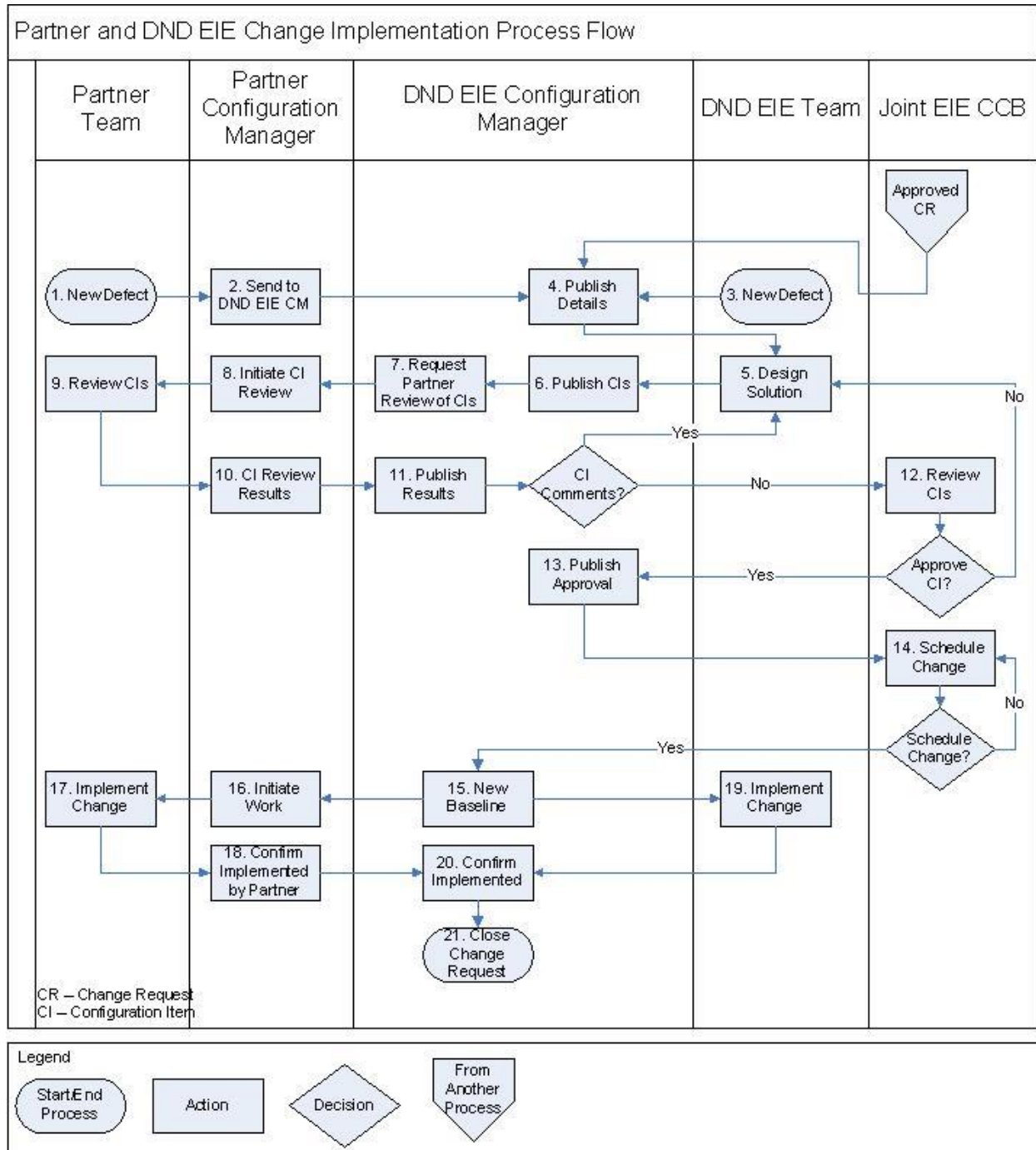


Figure 5-2: EIE Industry Partner and DND Change Implementation Process Flow

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6 Document History

Revision Number	Description	Date (YYY-MM-DD)
0.1	Initial version of document	2012-04-23
0.2	Distinguish between EnhancementRequest and Defect changes.	2013-02-07
0.3	Remove security markings, split change request process flow by approval and implementation, combine all document body sections together, and change page numbering in footer, update document properties.	2013-10-16
0.4	Include roles descriptions	2014-02-02
1.0	Accept review changes and update cross-references	2014-02-03
1.1	Referenced Performance-Based Contracting (PBC) rather than ISSCF	8 October 2015

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