

Configuration Management Procedural Document

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Configuration Management Process

1. Purpose

The purpose of this document is to outline the configuration management procedures to ensure that all components of the system are documented, verified, and maintained.

2. Scope

This procedure applies to all hardware, software, and documentation within the [Project/System Name].

3. Definitions

- **Configuration Item:** An aggregation of hardware and/or software that is designated for configuration management.
- **Change Control:** The process of managing changes in a systematic way.

4. Procedures

4.1 Identification of Configuration Items

Description of how to identify configuration items.

4.2 Change Control Process

Description of the change control process including submission, review, and approval.

4.3 Configuration Status Accounting

Method for recording and reporting on the status of configuration items.

5. Responsibilities

Outline of responsibilities for team members in the configuration management process.

6. References

[List any relevant documents or standards]

7. Approval

This document requires approval from [Name/Title] on [Date].

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]