

HOW TO USE THIS TEMPLATE:

Introduction

The template reflects the steps set out in the PRINCE2 Method and is designed to prompt the Project Manager and help in the creation of the Configuration Item Record. There is also a Product Description for the Configuration Item Record at Appendix A of the PRINCE2 Manual.

Loading the file

This template has been produced using Microsoft Word 2003. To use it, load up the file directly from the directory and starting from page 1 follow the prompts (in [...] brackets).

Deleting the [...] text

When the template is complete, the Configuration Item Record document can be printed and approved.

Prior to printing, you should delete all [...] prompt text.

Saving the Configuration Item Record under its own name

Save the Configuration Item Record document by selecting the "SAVE-AS" command; this will avoid overwriting the standard template. You must specify your own Project Directory.

Once your Configuration Item Record is complete check the document against the following Quality Criteria:

- 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.

| | | | |
|---|--|---|-----------------|
| CONFIGURATION ITEM RECORD | | FORM: [001] | Version: |
| Programme Name: | | Ref: | Version: |
| Project Name: | | | |
| Item Title: [Description of the item (for a product this should be as it appears in the product breakdown structure)] | | Project Identifier: [A unique reference] | |
| Item Type: [Component, Product, Release] | | Item Identifier: [A unique reference] | |
| Item Attribute: [As defined by the Configuration Management Strategy] | | Current Version: [Typically an alpha-numeric value] | |
| | | Stage: [When the product will be developed] | |
| Status: [As defined by the Configuration Management Strategy] | | Date of Last Status Change: | |
| Product State (if used): [As defined by the Product Description] | | Owner: [The person or group who will take ownership of the product when it is handed over] | |
| Variant (if used): [e.g. Language Variants] | | Location: [Where the item is stored] | |
| Producer: [The person/ team responsible for creating or obtaining the item] | Date Allocated: [To the producer] | Copyholder: [Who currently has the product] | |
| Source: [e.g. in-house or purchased from 3rd party company] | | Users: [Person or group who will use the item] | |
| Relationship with other Items: [Items that would be affected if this item changed or items that, if changed, would affect this item] | | | |
| Cross-references: [- Issues and risks - Documentation that defines requirements, design, build, production, and verification for the item (specifically this will include the Product Description)] | | | |