

Software Configuration Management Plan

Standard checklist

The following table contains what the CMM describes as the recommended content of the software configuration management plan:

√	Recommended Content
	SCM activities to be performed, the schedule of activities, the assigned responsibilities, and the resources required (including staff, tools, and computer facilities). (L2-77, A2, 1)
	SCM requirements and activities to be performed by the software engineering group and other software-related groups . (L2-77, A2, 2)

Software Quality Assurance Plan

Standard checklist

The following table contains what the CMM describes as the recommended content of the software quality assurance plan:

√	Recommended Content
	Responsibilities and authority of the SQA group. (L2-64, A2, 1)
	Resource requirements for the SQA group (including staff, tools, and facilities). (L2-64, A2, 2)
	Schedule and funding of the project's SQA group activities. (L2-64, A2, 3)
	The SQA group's participation in establishing the software development plan, standards, and procedures for the project. (L2-65, A2, 4)
	Evaluations to be performed by the SQA group. (L2-65, A2, 5)
	Audits and reviews to be conducted by the SQA group. (L2-65, A2, 6)
	Project standards and procedures used as the basis for the SQA group's reviews and audits. (L2-65, A2, 7)
	Procedures for documenting and tracking noncompliance issues to closure. (L2-65, A2, 8)
	Documentation that the SQA group is required to produce. (L2-65, A2, 9)
	Method and frequency of providing feedback to the software engineering group and other software-related groups on SQA activities. (L2-65, A2, 10)

Contractual Agreement

Standard checklist

The following table contains what the CMM describes as the recommended content of the contractual agreement between the prime contractor and the software subcontractor:

√	Recommended Content
	Terms and conditions. (L2-50, A3, 1)
	Statement of work. (L2-50, A3, 2)
	Requirements for the products to be developed. (L2-50, A3, 3)
	List of dependencies between the subcontractor and the prime contractor. (L2-50, A3, 4)
	Subcontracted products to be delivered to the prime contractor. (L2-50, A3, 5)
	Conditions under which revisions to products are to be submitted. (L2-50, A3, 6)
	Acceptance procedures and acceptance criteria to be used in evaluating the subcontracted products before they are accepted by the prime contractor. (L2-50, A3, 7)
	Procedures and evaluation criteria to be used by the prime contractor to monitor and evaluate the subcontractor's performance. (L2-51, A3, 8)

Software Development Plan

Standard checklist

The following table contains what the CMM describes as the recommended content of the software development plan:

√	Recommended Content
	Software project's purpose, scope, goals, and objectives. (L2-19, A7, 1)
	Selection of a software life cycle. (L2-19, A7, 2)
	Identification of the selected procedures, methods, and standards for developing and/or maintaining the software. (L2-20, A7, 3)
	Identification of software work products to be developed. (L2-20, A7, 4)
	Size estimates of the software work products and any changes to the software work products. (L2-20, A7, 5)
	Estimates of the software project's effort and costs. (L2-20, A7, 6)
	Estimated use of critical computer resources. (L2-20, A7, 7)
	Software project schedules, including identification of milestones and reviews. (L2-20, A7, 8)
	Identification and assessment of the project's software risks. (L2-20, A7, 9)
	Plans for the project's software engineering facilities and support tools. (L2-20, A7, 10)

Statement of Work

Standard checklist

The following table contains what the CMM describes as the recommended content of the statement of work:

√	Recommended Content
	Scope of the work. (L2-14, Ab1, 1.1)
	Technical goals and objectives. (L2-14, Ab1, 1.2)
	Identification of customers and end users. (L2-14, Ab1, 1.3)
	Imposed standards. (L2-14, Ab1, 1.4)
	Assigned responsibilities. (L2-14, Ab1, 1.5)
	Cost and schedule constraints and goals. (L2-15, Ab1, 1.6)
	Dependencies between the software project and other organizations. (L2-15, Ab1, 1.7)
	Resource constraints and goals. (L2-15, Ab1, 1.8)
	Other constraints and goals for development and/or maintenance. (L2-15, Ab1, 1.9)

Allocated Requirements

Standard checklist

The following table contains what the CMM describes as the recommended content of allocated requirements:

√	Recommended Content
	Nontechnical requirements (i.e., the agreements, conditions, and/or contractual terms) that affect and determine the activities of the software project. (L2-4, Ab2, 1)
	Technical requirements for the software. (L2-4, Ab2, 2)
	Acceptance criteria that will be used to validate that the software products satisfy the allocated requirements. (L2-4, Ab2, 3)

Level 2 Standards Checklists

Overview

Introduction This section describes the recommended content of selected work products in the CMM at maturity level 2.

Definition A *standard checklist* describes the content of a work product as recommended by the CMM.

Purpose The purpose of the standards checklists is to provide:

- Guidance in identifying the contents of standard work products that are recommended by the CMM at level 2.
- Criteria that an organization can use to evaluate its software standards to determine if they are consistent with the CMM at level 2.
- Information that can be used to develop software standards that are consistent with the CMM at level 2.

What the standards checklists are not The standards checklists contain only what is recommended by the CMM, and *are not complete standards in themselves*. For example, the standard for the software development plan (SDP) contains only content recommended by the CMM. Other sources for the content of a SDP should also be considered, such as ANSI/IEEE Std 1058.1-1987, DOD-STD-2167, DI-MCCR-80030, etc.

In this section This section covers the following standards:

Standard	KPA	See Page
Allocated requirements	RM	L2-Standards-2
Statement of work	SPP	L2-Standards-3
Software development plan	SPP	L2-Standards-4
Contractual agreement	SSM	L2-Standards-5
Software quality assurance plan	SQA	L2-Standards-6
Software configuration management plan	SCM	L2-Standards-7

Note: There are no recommended standards for the software project tracking and oversight kpa.
