Integrated Acquisition Environment (IAE) Change Control Board Charter (CCB)

Version 1.10

August, 2007

IAE Program Management Office

Revision Chart

Version	Primary Author(s)	Description of Version	Date Completed
V1.0 Draft	Michele Smith	Initial Version	May 6, 2004
V1.1 Draft	Michele Smith		May 21, 2004
V2.0 Draft	Michele Smith		May 23, 2004
V3.0 Draft	Kathy Fiffick	Changes to all sections	August 2, 2004
Version 1.0 Approved	Kathy Fiffick	Removed "Draft", changed version	October 27, 2004
V1.1	Kathy Fiffick	Emergency CR Procedures	January 10, 2005
V1.2	Kathy Fiffick	Changes to Voting Membership, changes to IAE CR packet, Changes to Roles	February 16, 2005
V1.3	Kathy Fiffick	Addition of System Stewards to impact review process, added task of concurrence of Business Mgrs, Business Analysts or IAE Program Manager that IAE CR is ready for impact review.	May 2, 2005
V1.4	Kathy Fiffick	Updated version numbers and hyperlinks of names of Change Request and locations in "Authority and Responsibility" and "Roles".	November 4, 2005
V1.5	Kathy Fiffick	Updated versions numbers and hyperlinks for Change Request and Technical Analysis. Updated text and CCB Flow Chart by removing "Business Manager" and its roles. Added milestones, notifications to roles of system. Added detailed description of documentation and meetings necessary for the Stewards during the change process.	January 23, 2006
V1.6	Kay Quam	Modified responsibility descriptions to more closely reflect language in the IAE Governance Description. Changed System Steward to Project Manager; clarified the Project Managers tasks for systems primarily impacted by a CR and those for other affected systems.	April 24, 2006
V1.7.	Kathy Fiffick	Explained IAE Approved Release Plan, updated locations of documents, Removed duplication	June 8, 2006
V1.8	Kathy Fiffick	Changed Flow Chart to an appendix, Added deadline regarding status of implementation date.	August 8, 2006
V1.9	Kathy Fiffick	Changed titles of IAE Program Manager and IAE Deputy Program Manager to Director, Office of Acquisition Systems and Director, IAE Division	August 9, 2006
V1.10	Kathy Fiffick	Updated Flow Chart to reword tasks, formatting of Membership, removal of Quickplace wording	August 24, 2007

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1 Background

The Integrated Acquisition Environment (IAE) has established a configuration management (CM) process (documented in the IAE Configuration Management Plan on Acquisition Central at www.acquisition.gov) as an integral business process to be conducted throughout the system life cycle. The process provides for the systematic identification, evaluation, disposition and implementation of multi-system changes to previously baselined hardware and software products. These changes impact functionality, cost, and/or schedule. The CM process facilitates structure, control, and the management of change to all software, related hardware, and infrastructure components.

2 Purpose

The IAE Change Control Board (CCB) Charter describes the role of the IAE CCB in managing the changes required to keep systems current with needs and aligned with one another. The purpose of the IAE CCB is to be the decision-making body for proposed Change Requests (CRs) that affect multiple systems across the IAE.

3 Authority and Responsibility

IAE's Configuration Management Plan designates the IAE CCB as the formal decision-making body for CRs that have multi-system or broad agency impact, call for statutory change or new capability, impact policy, or exceed an IAE system's approved budget.

The CCB is chaired by the Director, Office of Acquisition Systems or the Director, IAE Division (see section 4. Membership), with Project Managers (PMs) of IAE systems, and designated representatives of other agencies as voting members. CRs outside the defined scope of IAE are referred to the Acquisition Committee for e-Gov (ACE) for disposition.

The responsibility of the IAE CCB is to make decisions that improve acquisition life cycle performance across the Federal space, integrate cross-system functioning, and meet regulatory requirements.

Individual IAE CCB voting members are responsible for attending all IAE CCB meetings or assigning their proxy to another IAE CCB voting member, and are assigned the responsibility of review and validation of all CRs presented to the CCB. IAE CRs are approved or rejected by a vote of the IAE CCB Members. The Change Request Form can be found on Acquisition Central at www.acquisition.gov.

The IAE CCB is configured to enable business requirements to drive system decisions.

4 Membership

- IAE CCB Chairperson - Director, Office of Acquisition Systems
- The Director, IAE Division may chair the meeting in the absence of the Director, Office of Acquisition Systems
- IAE CCB Voting Members: The voting membership is composed of eight designated PMs (one per IAE system) and may include up to eight designated At-Large Members.
  - Program Managers (PMs)
    - Central Contractor Registration (CCR) Federal Agency Registration (FedReg) PM
    - Excluded Parties List System (EPLS) PM
    - Electronic Subcontracting Reporting System (eSRS) PM
    - Online Representations and Certification Application (ORCA) PM
    - Federal Business Opportunities (FBO) PM
    - Federal Technical Data Solution (FedTeDS) PM
    - Wage Determinations OnLine (WDOL) PM
    - Federal Procurement Data System – Next Generation (FPDS-NG) PM
  - At Large Members
    - DoD Representative
    - OMB Representative
    - Finance Representative
    - Large Civilian Agency Representative
    - Small Civilian Agency Representative
- IAE CCB Nonvoting Members
  - IAE PMO Business Analysts
  - The IAE PMO Configuration Manager

5 Roles

IAE CCB Chair:

- approves the CCB schedule;
- chairs the CCB;
- assigns action items;
- resolves disputes;

- authorizes disposition of CRs

- signs the IAE CCB minutes documenting decisions

- determines the emergency nature of an IAE CR

- submits and discusses emergency IAE CRs with the ACE, when deemed out of the scope of IAE, and notifies the IAE PMO of the ACE's decision

Business Analyst

- Receives the IAE CR packet and reviews it for potential impact to the system

- Compiles the Technical Analyses (TAs) and prepares the Business Impact Analysis (BIA) in coordination with the Program Manager (PM) of the primary system

- Assists the IAE Configuration Manager in the development of the evaluation summary based on the compilation of the technical and business Impact analyses of the impacted system(s)

- In coordination with the Director, Office of Acquisition Systems (and any Designated Liaison or Business Area Manager (see IAE Governance Description on Acquisition Central at www.acquisition.gov), ensures PMs provide the milestones, preferred release plan (for coordination of release plans), implementation date, release notes, and impacted documentation to the IAE PMO Configuration Manager

- In coordination with the Director, Office of Acquisition Systems (and any Designated Liaison or Business Area Manager), ensures coordination of implementation of CRs with other affected systems

- Serves as a nonvoting member of the IAE CCB

Program Manager (PM)

Impact Review:

The PM for the system that is the primary focus of the CR
- sends the IAE CR and TA to the IAE PMO Configuration Manager for the IAE PMO review, and

- provides input to the Business Analyst, Director, Office of Acquisition Systems, or IAE PMO Configuration Manager regarding IAE CRs.

The PMs for the systems that are impacted by the CR
- receive and review the IAE CR and TA and determine if the IAE CR impacts the system,

- assign the impacted system TA to a staff member for completion, and

- submit the completed TA for the impacted system to the IAE PMO Configuration Manager.

- In preparation for a CCB meeting:
  - o Reviews IAE CR, evaluation summary and analyses sent by the IAE PMO Configuration Manager
- After the IAE CCB:
  - o The PM (Primary System) will provide documentation to the IAE PMO in accordance with the provisions and the Configuration Management Deliverable in the MOA and including:
    - Periodic updates to the milestones for a change sent to the IAE PMO in the MS Project resource loaded project schedule
    - Preferred release schedule (for coordination of release schedules)
    - Three months prior to a release, the IAE will chair meetings with representation from the IAE PMO to include technical support from the hosting facility.
      - 90 days from release – meeting
      - 60 days from release – meeting
      - 30 days from release – biweekly meetings
    - Implementation date
      - One week in advance – "go" or "no go"
    - Updated requirements, if applicable
    - Release notes for the change
- Coordinates implementation of CRs with other affected systems
- With approval from the IAE PMO, notifies user community and requestor of planned implementation date for an upcoming change with enough lead time for each to prepare for the change
- With approval from the IAE PMO, notifies user community of the actual implementation date. Notification will be by email, USPS, website, and/or any other means requested
- Notifies requestor if change request is rejected.
- Serves as a voting member of the IAE CCB

At-Large Member

- Reviews IAE CR, evaluation summary and technical and business impact analyses sent by the IAE Configuration Manager
- Serves as a voting member of the IAE CCB

IAE PMO (Configuration Manager)

- Administers the Configuration Management process which includes the following responsibilities:

- To coordinate CR review and prepare for an IAE CCB:

  o Receives and records the CR and TAs;

  o Routes the CR and TAs to the Director, Office of Acquisition Systems and Business Analyst for concurrence that it is ready for submission to the IAE CM Process;

  o Routes the IAE CR Packet containing the CR and TA and the blank form for the TA to all Business Analysts and PMs for impact review;

  o Routes the Business Impact Analysis Form to the Business Analyst for the IAE Business Area with oversight of the primary system;

  o Records no impact to an IAE system if a Business Analyst or IAE System PM(s) determine(s) there is no impact;

  o Compiles information and analyses from the PMs and Business Analysts and creates an evaluation summary with assistance from the Business Analyst for the primary system;

  o Distributes the IAE CR packet and evaluation summary to the IAE CCB and Business Analysts prior to the CCB;

  o Schedules CCB meetings (date, time, building, room number, conference call access code, etc)

  o Creates and distributes meeting agendas

  o Arranges for meeting notes

  o Maintains the CR tracking and action item lists

- For virtual IAE CCB Meetings:

  o Sends all the documentation including a voting sheet by email for comments and voting purposes (Virtual IAE CCB Meeting)

  o Compiles votes, notifies IAE CCB and PMs affected by the decisions

- After IAE CCB Meetings:

  o Communicates and records the decision and rationale on all rejected CRs to the PM(s), schedules all deferred CRs, and notifies the PMs of IAE CCB results

  o If the IAE CCB approves a CR which impacts policy or is out of the scope or budget of an IAE system, develops an executive summary and provides the IAE CCB decision, CR, BIA, and all TAs to the ACE for review

  o Collects milestones, preferred release plans, updated requirements, implementation date, and release notes for the change.

  o Notifies the Requirements Manager of the updated documenation

- o Maintains the release schedule coordinated during the impacted systems meetings with PMs and the Director, Office of Acquisition Systems after CRs are approved

- o Resolves all related technical, logistic, inter-system, and format issues in coordination with PMs and Business Analysts

- o Maintains electronic and hard copy records of all CCB meetings and relevant documentation and analyses.

- o Serves as a nonvoting member of the IAE CCB

6 Pre-Meeting Review

The IAE PMO Configuration Manager will assign a tracking number to uniquely identify all CRs. The tracking number will be provided on the forwarded CR and sent to the PM.

CRs will be sent to the IAE PMO by the PMs as a result of their system CCB and by IAE PMO Members including Business Analysts.

The IAE PMO Configuration Manager will review all new IAE CRs to ensure they have all necessary criteria for IAE CR review. The IAE CR must be complete and must be accompanied by the TA before it enters the IAE CM Process. The IAE PMO Configuration Manager will route the IAE CR and technical analysis to the Director, Office of Acquisition Systems and Business Analyst for concurrence that the IAE CR is ready to be distributed for impact review.

A record of all transactions involving the CR will be maintained by the IAE PMO Configuration Manager. Each change to that record will be maintained in a chronological history file. The IAE CR record will be used to store all comments and related data, including status at any point in the process. All CRs, TAs, BIAs and background documentation will be maintained in electronic form and in a physical binder.

The IAE Configuration Manager will route the IAE CR packet, which includes the CR, the primary system TA, and the blank form for the TA, to all Business Analysts and PMs for impact assessment.

The PM will assign the technical analysis staff to assess potential impact to their systems and complete a Technical Analysis Form if the system has an impact. The completed TA will be sent to the IAE PMO Configuration Manager.

After all TAs have been received by the IAE PMO, the Business Analyst will prepare a BIA with the assistance of the impacted PMs, if necessary.

The IAE PMO Configuration Manager will compile the BIA and all TAs and prepare an evaluation summary for review by the IAE CCB members prior to the IAE CCB Meeting.

7 IAE CCB Meetings

The IAE CCB will hold regularly scheduled meetings once a month as needed. The IAE CCB Chairperson may request additional interim meetings as needed.

The IAE PMO Configuration Manager will distribute the agenda, the CR packets, and all supporting documentation electronically at least 5 working days prior to the IAE CCB meeting.

The IAE CCB Meeting will convene when it is determined that a quorum is present. A quorum is defined as 2/3 of the total voting membership to include at least three members from the PM group and at least two members from the At-Large group.

IAE CCB Members are requested to attend in person, but may attend by conference call, if unable to attend in person.

The IAE PMO Configuration Manager will distribute IAE CCB meeting minutes electronically to all CCB members within 5 working days following each meeting.

8 IAE CCB Voting Procedure

A majority of the total voting membership present is required for a "passing" vote. "Majority" is defined as more than half. If someone leaves the meeting, and the quorum is no longer met at the time of the vote, a vote cannot be taken.

Each At-Large Member and each system will have one vote. If unable to participate in an IAE CCB meeting, a Voting Member may designate another Voting Member to be a proxy to cast his/her vote at the meeting. The Chair will only vote in cases of a tie.

When it is not possible to convene for an IAE CCB Meeting, a "Virtual" IAE CCB Meeting may be put in place. The IAE PMO Configuration Manager will send all documentation and a voting form by email for comments and the recording of votes. At least two-thirds of the voting membership must cast a vote in order to be considered a valid IAE CCB Meeting. The votes will be tallied and the IAE PMO Configuration Manager will notify the IAE CCB Members of the results.

In the event an IAE CR is determined to be an emergency as defined in Section 10, Emergency CR, the IAE CCB will vote by email or phone based on the critical nature and information received.

9 CCB Decisions

The voting members will make decisions regarding the disposition of each CR submitted to the CCB for consideration. The decision and all related actions will be documented on the IAE CR, in the minutes of the CCB, and kept on file.

When additional action or further information is required, the IAE Chair will assign responsibility and a due date to a specific individual or business area.

Changes must be implemented by all impacted systems according to the IAE approved release plan discussed and documented in the PM's MS Project resource loaded project schedule at the meetings coordinating the impacted systems development and implementation.

If the IAE CCB approves a change request that impacts policy or is out of the IAE system budget or scope, the change request will be elevated to the ACE. The IAE CCB decision, CR, BIA and all TAs will be routed to the ACE for review.

Although the ACE is not part of the IAE CCB, because of its authority, the ACE-approved CR will be implemented in accordance with the IAE CM Plan. The IAE Configuration Manager will notify the Business Analyst(s) and PM(s) of the ACE decision. The PM will notify the requestor, if denied, and the user community, if approved.

10 Emergency CR

In the event that a change that impacts more than one system within the IAE needs a decision immediately, the completed Change Request Form will be sent by email to the IAE CCB Chair for review. The IAE CCB Chair will determine if the IAE CR will be handled outside of the normal IAE CM procedures and time schedule.

In instances where time or circumstance does not permit the use of email, a phone call to the IAE CCB Chair with the necessary information will be accepted. The entire IAE CCB process will be conducted by phone when the IAE CCB Chair needs an immediate decision by the IAE CCB.

Examples where a change may need an immediate decision are:

- National Security Issues
- System Failure
- Policy/Statute/Regulation Changes

In instances when the request is outside of the defined scope of IAE, the IAE CCB Chair will contact the ACE Chair for a decision.

- If the IAE CCB Chair determined that a CR is of a less critical nature, but should be handled on an emergency basis, the procedures in the Pre-Meeting Review above will be performed.

11 Approval and Amendments

Changes to this Charter may be necessary from time to time. At a minimum, the Charter will be reviewed annually. Changes will be approved by the Director, Office of Acquisition Systems.

Chair: Date

12 Appendix A IAE CCB Flow Chart

IAE - Change Control Board (CCB) Process v1.10

IAE CCB

- Impacts Policy, Out of Scope, Budget of IAE
- Virtual CCB phone or email CR Pkt to all IAE CCB Members depending on criticality
- Convene and discuss CRs
- IAE CCB Approval? — Yes / No / Defer
- Requires ACE Approval? — Yes / No
- Prep executive summary and send w/ CR Pkt to ACE
- Receive, Review CR Packets
- Virtual IAE CCB Comment, vote by email — Cannot Meet
- Notify IAE PMO CM, Approve Reject Defer

IAE PMO Configuration Manager (IAE CM)

- Receive Record. IAE CR/TA
- Emer. CR? — Yes / No
- Send to IAE Mgmt to review — Yes
- CR Pkt: - CR, TA, TA Form,
- Send CR Packet to all PMs, BAs
- Timeline 1 Day
- Notify IAE PMO CM
- Record decision and update status
- Compile, prepare eval summary — Timeline 3 Days
- Schedule CR for IAE CCB meeting
- Submit eval summary w/ CR Packet to IAE CCB
- Compile vote, notify IAE CCB, Record results
- Record results. Notify PMs of CCB decision. Request Milestones, Scheduled Release Date from PMs, Schedule Deferred CR for future IAE CCB
- Coord Release Dates, notify PMs of approved Release Plan schedule
- Notify IAE Req Mgr of updates to Reqts., Data dictionary
- Record implement. Date, store impacted docs

NOTE: Due 11th of prior month to to be considered for the scheduled IAE CCB mtg

IAE Business Analysts (BA)

- Okay to send to IAE CM?
- Receive CR Pkt, Perform impact review
- PM, BA discuss impacts
- - Business process
  - Data element change
  - Policy/Regulatory/ Statutory requirements
  - Interface change
  - Known dependencies
- BA Prepares BIA, submits to IAE PMO CM — Timeline 3 Days

Project Managers (PMs)

- No
- PM revises and sends back to IAE PMO CM
- Receive CR Pkt, Perform impact review
- Impacts Systems? — Yes / No
- PM Assigns TA to staff
- PM, Staff Complete TA
- PM Submits CR Packet to IAE PMO CM and BA
- Timeline 10 Days
- Send milestones, scheduled release date to IAE CM. Notify user community, requestor of approval of change with enough lead time to implement. Notify requestor if rejected
- Implement change according to approved release plan, Send implementation date. Release notes, updated impacted documentation to IAE CM within 30 calendar days of implementation,

IAE PMO Requirements Manager

Acronyms
- **CR** - Change Request
- **TA** - Technical Analysis Form
- **BIA** - Business Impact Analysis Form
- **PM** - Project Manager
- **CM** - IAE PMO Configuration Manager
- **ACE** - Acquisition Committee for E-Gov
- **Timelines** - Business Days

- Update DOORS