

**SEER DMS**

**Change Control Board Charter**

**Version 0.4 (Draft)**

**11/23/05**

**Prepared by**

**Information Management Services, Inc.**

**Document Change Record**

<b>Version Number</b>	<b>Date</b>	<b>Description</b>
Version 0.0	10/2/03	Initial document - Draft (Presented to NCI for approval)
Version 0.1	10/8/03	Incorporated changes per NCI recommendations (from 10/2/03 meeting)
Version 0.2	10/22/03	Incorporated changes per NCI recommendations (from 10/9/03 meeting)
Version 0.3	11/12/04	Incorporated changes per NCI recommendations (from 07/04 meeting)
Version 0.4	11/23/05	Incorporated changes per NCI recommendations (11/23/2005)

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## 1. INTRODUCTION

The Change Control Board (CCB) Charter defines and describes the functions of the CCB in configuration control of the SEER\*DMS. It documents the process by which proposed changes will be evaluated and implemented and the roles and responsibilities of participants.

### 1.1 PURPOSE

The goal of the Change Control Board (CCB) is to promote a smooth and harmonious enhancement of the SEER\*DMS application over time. This will be accomplished by ensuring that a structured process is used to consider proposed changes and incorporate them into a specified release of SEER\*DMS. The CCB will review change requests, perform impact analyses of proposed changes, reach consensus decisions and communicate these to the SEER\*DMS community.

The CCB is established to serve the following purposes:

- Authorize the establishment of baselines
- Authorize additions of items to baselines
- Represent the interests of all groups who may be affected by changes to the baselines
- Evaluate and approve, disapprove, or defer proposed system changes
- Set timeline for enhancements and changes to the baseline
- Ensure implementation of approved changes

### 1.2 MEMBERS

- A representative from each registry where SEER\*DMS has been deployed or where deployment is scheduled during a one year period from the CCB meeting
- CCB Chairperson – Marsha Reichman, NCI
- CSB Branch Chief – Ben Hankey, NCI
- Project Officer (IMS support contract) – Carol Kosary, NCI
- Co-Project Officer (Registry contracts) – Lynn Ries, NCI
- Development Project Manager – David Annett, IMS
- Software Manager – Chuck May, IMS
- Business Process Manager – Nicki Schussler, IMS

CCB meetings will be open, by prior arrangement, to additional registry, IMS and NCI staff as appropriate to issues under discussion.

Initially, each CCB meeting will be preceded by an open meeting to discuss agenda items. The open meeting will be scheduled for about one week before the CCB meeting.

## **2. CHANGE CONTROL BOARD ACTIVITIES**

The primary purpose of the CCB is change control management for the duration of the SEER\*DMS application's lifecycle. Any member of the SEER\*DMS community (including users, developers, registry and SEER Program staff, etc) can recommend changes or report defects. Change control is exercised after establishment of each baseline or version. Change control ensures that all modifications/enhancements follow an orderly process for evaluation and implementation so that traceability and accountability are supported. The CCB must approve any change before it is implemented.

The CCB will perform the following activities:

- Schedule and convene CCB meetings either in person or via teleconference/videoconference
- Establish meeting agenda items and set meeting priorities
- Review and consider proposed changes and recommendations of the Software and Business Process Managers
- Review cost effectiveness and feasibility reviews from NCI staff
- Approve, disapprove, or defer Change Requests (CRs)
- Prioritize CRs
- Assign CRs to a release
- Approve and distribute CCB minutes.

### **2.1 APPROVAL**

Approval of CRs will be determined based upon a consensus of the board. The minutes of CCB meetings will be documented.

### **2.2 CCB MEETINGS**

CCB Meetings for the SEER DMS will occur on an as needed basis, throughout the entire SEER\*DMS lifecycle. It is anticipated that the CCB will meet at least four times over the first two years after initial deployment. The scheduling of additional meetings will depend upon the frequency of CRs received and the needs of the NCI for input.

#### **2.2.1 PREPARING FOR THE CCB MEETING**

Change requests will be captured via a Change Request Form (CRF). A CRF will be designed and made available to the SEER\*DMS community via the SEER DMS Internet site. CRs will be

reviewed by the Software and Business Process Managers and other members of the development team as appropriate. CRFs will be classified into two categories:

1. Trivial or low-risk
2. Non-trivial or high-risk

Any change to a software system has a risk associated with it due to the nature of modifying system processes. The Development Project Manager, Software Manager and Business Process Manager will evaluate whether a request represents a low or high risk to the system. This risk will be presented to the CCB. Listed below are the guidelines for assessing risk.

A high risk request is one that:

- Changes the logical data flow of the system
- Requires modification of key shared modules
- Changes the security policy in any way
- Adds a new table, field, or foreign key to the data model
- Requires the modification of more than two modules
- Requires the modification of more than 100 lines of code
- Requires the creation of new base classes, interfaces, or APIs

A low risk request is one that:

- Changes the appearance, but not the function, of screen components
- Re-implements a routine to increase speed or flexibility of design where the output of the new implementation can be directly checked against the current output
- Fixes a programming error that does not violate the high risk rules for length of modification

The Development Project Manager will initially review each CRF for completeness and accuracy. If necessary, additional information about the request may be required. In the case of a necessary but trivial or low-risk change, the Development Project Manager will approve the request and schedule its implementation, after discussion with the NCI, but without review by the CCB. However, all members of the CCB will be notified of the modification.

In the case of a non-trivial or high-risk modification, the Development Project Manager, the Software Manager and Business Process Manager will assess the impact of the change in terms of cost, level of effort, and schedule. These requests will be presented to the CCB for approval and prioritization.

### **2.2.2 CONDUCTING THE CCB MEETINGS**

During the CCB meeting, attendees will:

- Review new CRs and associated recommendations
- Review current status of CRs approved or denied at the last meeting including associated timelines
- Authorize the approval, rejection, or deferral of each CR.
- Prioritize and assign approved CRs to a release and identify an individual who will provide timelines and progress reports

Meeting minutes will be recorded. In addition, status of CRs will be updated in the Issue Management tool (Squish).

### **2.2.3 EMERGENCY CCB MEETINGS**

Occasionally, CCB meetings will be called on an ad hoc/emergency basis. Meeting agenda and minutes will still be captured. Decisions on proposed modifications will be arrived at as soon as possible. Any steps that were bypassed during the emergency must be completed as soon as possible or officially waived by the CCB at their next meeting.