ATTACHMENT U- CCU DCIS VERSION DESCRIPTION DOCUMENT

VERSION DESCRIPTION DOCUMENT

Overview
The Version Description Document (VDD) is the primary configuration control document used to track and control versions of software to be released to the operational environment. It is a summary of the features and contents for the software build. It identifies and describes the version of the software being delivered to the State, including all changes to the software since the last VDD was issued. Every unique release of the software (including the initial release) shall be described by a VDD. If multiple forms of the software are released at approximately the same time (such as, to different sites) each must have a unique version number and a VDD. The VDD is part of the software CI product baseline. The VDD, when distributed, should be sent with a cover memo that summarizes, on a single page, the significant changes that are included in the release. This will serve as an executive summary for the details found in the attached VDD. The treatment should be titled, on the cover memo, as Summary of Changes.

1   GENERAL

1.1   Roles and Responsibilities

The following roles and responsibilities apply to the VDD:

- The CM representative will prepare the VDD with the help of the project team.
- Members of the Project Manager's organization will normally prepare Sections 3.5, Adaptation Data, through 3.9, Glossary, appendices, and the Summary of Changes cover memo.

1.2   Process

A VDD is prepared according to the outline at the end of this document, and specific instructions are provided in the subsequent sections.

2   SCOPE

2.1   Identification

Provide full identification number(s), title(s), and abbreviation(s); and, if applicable, provide the version number(s) and release number(s). Identify the intended recipients of the VDD.

2.2   Applicability

Identify the intended recipients of the software release and the operating system to be used.

2.3   System Overview

Proved a brief statement of the purpose of the system and the environments to which this document applies. Describe the general nature of the system and software; summarize the history of system development, operation, and maintenance; identify current and planned operating sites; and list other relevant documents.

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2.4   Documentation Overview -

Summarize the purpose and contents of this document and describe any security or privacy considerations associated with its use.

2.5   Points of Contact

Provide a list of both State and performance contractor(s) points of contact involved in this effort.

3   REFERENCE DOCUMENTS

List the number, title, revision, and date of all documents referenced in or used in the preparation of this VDD. If this VDD is an update to an existing system, list the VDD that this version is replacing as a reference document.

4   VERSION DESCRIPTION

Summarize briefly the contents of the ensuing sub-paragraphs (to include materials contained in the release, software components of the subsystem software CI, documents used to establish the configuration of the software CI, and any known problems).

4.1   Inventory of Materials Released

List by CM numbers, titles, abbreviations, dates, version numbers, and release numbers (as applicable), all physical media (for example, listings, tapes, disks) and associated documentation that make up the software version being released. Include applicable security and privacy considerations for these items, safeguards for handling them, such as concerns for static and magnetic fields, and instructions and restrictions regarding duplication and license provisions.

4.2   Inventory of Software Contents

List by identifying numbers, titles, abbreviations, dates, version numbers, and release numbers (as applicable), all computer files that make up the software version being released. Any applicable security and privacy considerations should be included.

4.3   Changes Installed

List all changes incorporated into the software version since the previous version. Identify, as applicable, the TPRs, SCRs, and migration forms associated with each change and the effects, if any, of each change on system operation and on interfaces with other hardware and software. (This section does not apply to the initial software version.)

4.4   Interface Compatibility

List and describe any other systems or CIs affected by the change(s) incorporated in the current version, if applicable.

4.5   Adaptation Data

Identify and reference all unique-to-site data contained in the software version. For software versions after the first, describe changes made to the adaptation data.

4.6 Bibliography of Reference Documents

List by identifying numbers, titles, abbreviations, dates, version numbers, and release numbers (as applicable), all documents that establish the current version of the software.

4.7 Installation Instructions

Provide or reference the following information, as applicable:

- Instructions for installing the software version, including instructions for deletion of old versions
- Identification of other changes that have to be installed for this version to be used, including site-unique adaptation data not included in the software version
- Security, privacy, or safety precautions relevant to the installation
- Procedures for determining if the version has been installed properly
- A point of contact to be consulted if there are problems or questions with the installation

4.8 Possible Problems and Known Errors

Identify any possible problems or known errors with the software version at the time of release, any steps being taken to resolve the problems or errors, and instructions (either directly or by reference) for recognizing, avoiding, correcting, or otherwise handling each one. The information presented will be appropriate to the intended recipient of the VDD (for example, a user agency may need advice on avoiding errors, a support agency on correcting them).

4.9 Glossary

Include an alphabetical listing of all acronyms, abbreviations, and their meanings as used in this document. Also provide a list of any terms and definitions needed to understand this document.

5 APPENDICES

Appendices may be used to provide information published separately for convenience in document maintenance (for example, charts, classified data, etc.). As applicable, each appendix will be referenced in the main body of the document where the data would normally have been provided. Appendices will be lettered alphabetically (A, B, etc.), and the pages will be numbered A—1, A—2, etc.

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<u>Version Description Document</u>
For the _____System

This is to document the following changes contained in version _____of the:

Application Name: _____
Located at: _____
Date of Delivery: _____

The changes are as follows:

_____
_____
_____
_____
_____
_____
_____
_____
_____

This version change is in response to:

     ____ Change implementation notice number (s) _____
     ____ User group meetings
     ____ Change in technology
     ____ Other _____

Signed: _____   Date; _____
         Software Contract Manager

Signed: _____   Date: _____
         State Project Manager or Representative