



# FAA Configuration Management Program Plan

August 2003

Version 2.1

Final Draft

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## EXECUTIVE SUMMARY

### **BACKGROUND**

Configuration management (CM) is a well-understood and well-defined discipline in both industry and government. Its primary functions (CM planning and management, configuration identification, change control, status accounting and auditing) have not changed substantially over the years, but the environment CM supports has changed significantly. These environmental changes lead to three key problem areas for FAA CM:

- *Resource constraints for accomplishing key CM initiatives*
- *Lack of a central CM information management system*
- *Inaccurate and inadequate baselines and*
- *Lack of support for the overall CM system*

These problem areas could not be resolved by any single organization and as such, the CM Steering Group (CMSG) was formed and chartered to guide the development, implementation and operation of CM for the National Airspace System (NAS). The CMSG functions in concert with the NAS CM Authority, ACM-1, to establish and promote an integrated CM discipline that supports the FAA mission. Additionally, the Configuration Management Core Team (CMCT) was established by the CMSG to lead their process improvement initiatives.

During the March 2003 sessions of the CMSG, it was decided that the CM Program Plan revisions for 2003 and 2004 would be split to accommodate CM program investment analysis (IA) activities. IA activities are being conducted in two phases, the first of which applies to the CM Automation initiative, which is addressed in this plan. The second phase will encompass enterprise-wide CM activities. This plan details the 2003 CM activities and continues to support the FAA CM vision. A group of dedicated CM Practitioners will be executing an integrated FAA CM discipline that has the following characteristics:

- *supports planning, life cycle management and decision making for FAA systems;*
- *satisfies stakeholder needs with accurate, current information throughout the NAS life cycle;*
- *ensures subsystem traceability to the NAS architecture;*
- *results in reduction in the cost of developing, deploying, operating and maintaining ATC systems and FAA facilities; and*
- *is consistent with evolving FAA business practices.*

### **SUMMARY OF THE PLAN**

This FAA CM Program Plan provides an agreement between the CMSG and the Agency outlining the activities to be performed in 2003 to support achievement of the FAA CM vision. The plan outlines the activities required to achieve the vision in the following focus areas:

- *Strategic Planning and Training;*
- *CM Policy and Procedures;*
- *CM Automation; and*
- *Core CM Functions*

These focus areas assume a single, Agency CM approach, integral to operations, maintenance and acquisition.

The plan provides detailed activities for a twelve-month period with a list of high-level activities to be performed during 2003. The subsequent revision to the plan, to be released in FY04, will capture changes in near-term and future planned activities.

***CONTINUOUS IMPROVEMENT***

The emphasis is on implementing the infrastructure, people, process(s) and technology to operate FAA CM at an optimal level. Recommendations from the CM Program Evaluation report released in April 2003 have been taken into account and the preliminary activities are included. Key continuous improvement activities include:

- Ensuring that Agency CM is accountable to both ATS and ARA
- Ensuring Life cycle CM Policy is implementable via a set of National Procedures
- Providing a common view of the NAS to all decision makers
- Providing a means to measure the effectiveness of Agency CM
- Providing a means to build and retain a skilled CM workforce
- Developing and implementing an Agency CM information architecture

***OPERATIONS USING THE ENHANCED CM DISCIPLINE***

The enhanced CM discipline will provide managers, engineers, technicians and CM practitioners a uniform, streamlined corporate process with capabilities to access and share information easily and make informed decisions in an efficient manner.

Operating under the enhanced CM discipline will produce these results:

- A consistent Agency-wide change control process
- A life cycle CM process which integrates with related processes (JRC), logistics, 2<sup>nd</sup> level maintenance, etc.)
- Full impact analysis of changes (requirements through fielded systems)
- On-line access to accurate information (specifications, change notices, modification status, site configuration data, etc.)
- Dedicated and trained resources
- Documented continuous improvement

## 1 Introduction

As a result of the March 31, 2003 Configuration Management Steering Group (CMSG) session, this Configuration Management Program Plan (CMPP) has been updated to state the current CM activities for 2003. Funding and resource constraints have limited the activities that the configuration management (CM) organization is able to accomplish for the current timeframe. In order to secure funding for CM operations in the Agency, the NAS CM organization has embarked on investment analysis (IA) activities to ensure CM and related Agency tasks and initiatives are adequately funded to support the improvements and effectiveness of the CM discipline required in the changing environment. The IA activities are to be conducted in a phased approach. The first phase will secure a line item in the Agency's budget for the CM automation initiatives, which are discussed later in this plan. To support the Agency CM goals, the follow on CMPP will include plans to address the findings resulting from the Program Evaluation organization's study of the Agency's CM program. In addition, the next iteration of the CMPP will also reflect the second phase of IA activities. The inclusive CM activities are tasks required to reach the Agency's CM goals.

### 1.1 Purpose

The NAS CM Authority is responsible for ensuring the conduct of effective CM practices for the Agency. This CMPP describes the current configuration management initiatives. It continues to ensure a CM discipline which:

- *supports planning, life cycle management and decision making for FAA systems;*
- *satisfies stakeholder needs with accurate, current information throughout the NAS life cycle;*
- *ensures subsystem traceability to the NAS architecture;*
- *results in reduction in the cost of developing, deploying, operating and maintaining ATC systems and FAA facilities; and*
- *is consistent with evolving FAA business practices.*

This revision of the CMPP provides status and details for today's CM activities and associated process improvement initiatives. Preliminary activities required to address the key findings from the *Evaluation of Configuration Management in the National Airspace System*, dated April 10, 2003 are included in this plan. As noted, the subsequent revision will include current and projected activities for the CM organization and is to be issued in FY04. All these CM activities must be performed in order to achieve the FAA CM vision and meet the associated ATS and ARA goals and outcomes.

### 1.2 Scope

This plan outlines the 2003 activities supporting a single, Agency CM approach, integral to operations, maintenance and acquisition.

### 1.3 Management of Plan

The plan represents the tasks to be accomplished by the NAS CM organization. The plan is developed by the NAS CM organization in coordination with the Configuration Management Core Team (CMCT). The Configuration Management Steering Group (CMSG) endorses this plan for signature by ATS-1 and ARA-1. The CM Authority updates the plan annually to capture the changes in the planned activity.

### 1.4 Roles and Responsibilities

The following roles and responsibilities are specific to this CMPP. They apply to the information detailed herein and do not include day-to-day activities. A high-level discussion on the core activities in section 2.4 is provided to highlight the primary resource areas for those activities that must be conducted.

NAS CM Authority	Responsible for the approval of Agency CM Policy and Procedures; ensuring continued top-level management support of the NAS CM
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NAS CM Organization	<p>Program and associated initiatives; represent Agency CM at the NAS CCB.</p> <p>NAS Infrastructure CM, CM of Programs and Facilities: Implement and maintain the Agency CM program. Provide for Agency CM policy and procedures; provide guidance for CM planning, and plan and conduct CM training, practice CM Knowledge Management; develop, implement and maintain CM infrastructure and automated CM tool and tool suite operation; and monitor and oversee Agency CM activities.</p> <p>Provide process support to and serve as Executive Secretary for the Data Release Review Committee (DRRC).</p>
Integrated Product Team/Business Units	Participate in Agency CM initiatives and support CM information integration activities.
Configuration Management Steering Group (CMSG)	Participate in Agency CM initiatives and support CM integration activities.
Configuration Management Core Team (CMCT)	CM Practitioners share CM and related knowledge to enable an effective and cohesive Agency CM system.

## 2 NAS CM Organization Vision

NAS Configuration Management organization is responsible for the implementation of the NAS CM discipline in the Agency. CM provides a basis for planning, life cycle management and decision making for FAA systems. Benefits of an effective CM process are reduced risk of failures and reduced cost of developing, deploying, operating and maintaining air traffic control systems and facilities. The NAS CM organization develops and maintains CM policy and standardized processes that support a single approach integral to the Agency's mission of air traffic operations, maintenance support and new system acquisitions. The NAS CM organization is dedicated to the consistent and balanced application of CM as well as the development of skilled practitioners in all organizations implementing CM activities. The organization's primary focus is in the following areas:

- Developing and maintaining CM policy, standardized processes and procedures;
- Serving as the focal point for the resolution of CM issues;
- Developing and executing the Agency plan for improvement of CM;
- Managing the acquisition and implementation of CM technology to improve the effectiveness and responsiveness of CM processes;
- Monitoring the Agency CM program, reporting on deficiencies and ensuring that corrective actions are taken;
- Implementing a comprehensive CM training program; and
- CM tools development, integration, and implementation

The NAS CM organization's vision is to provide world-class support and service for the safe and efficient operation of the NAS in partnership with its stakeholders. The stakeholders are represented by the CMSG and the CMCT. Mechanisms and forums for communication of CM activities and issues include monthly CM working group teleconferences, regional CM outreach visits, the Agency CM website and the CM Authority's quarterly newsletters.

### **3 2003 CM Activity Action Plan**

This approach builds on CM policy and processes, CM automation work and findings from the ACM-10 CM program evaluation. The primary focus is on achieving standardization and consistency of CM processes and products that will be performed and measured. Maintaining top-level support remains key to ensuring successful implementation of this plan. The CM organization has investment analysis (IA) activities in process for CM automation. Follow on IA activities will include all of ACM tasks, including work with the regions. This phased approach provides an expedited means for ensuring a line item for CM automation.

Cross-functional teams similar to those used to develop the policy and processes have and will continue to contribute to the evolution of the CM discipline. A key part of achieving the goals and vision for CM in the Agency is the implementation of WebCM. This tool will automate the NCP process, through a comprehensive workflow. It will provide the means to enhance user access to enterprise data and ensure consistent application of business rules. The ACM proposal for a seamless integration of the CM discipline and automated support tools will provide for faster, better-informed decision-making, continuously improving NAS efficiency through a more centralized CM system. The CMSG and the CMCT will continue to guide this development and integrate work products. Key activities for the CMSG and CMCT include; CMSG charter update, CMCT re-evaluation of their roles and responsibilities, proactive support for appropriate participation in CMSG meetings.

Further efforts in identifying and securing adequate resources, implementation of the overall information architecture and intensified education and training will ensure that the overall CM process and its application to individual programs and organizations has reached iCMM level 3 compliancy, which includes standardized process(es), use of defined and established process(es), and utilization of an established process improvement methodology.

#### **3.1. Strategic Planning and Training**

##### **3.1.1 Strategic Planning**

In the constantly evolving environments of the Agency and Industry, the NAS CM Authority must ensure top-level management support. With the impending reorganization of the Agency to the ATO environment, the process for maintaining that commitment needs to be determined to enable operation of a strong CM organization. The CM Authority plans to:

- Ensure CM is positioned at an effective level within the pending Air Traffic Organization/Performance – Based Organization (ATO/PBO)
- Ensure regular CM program status reviews with top-level management
- Continue effective communication of the CM discipline and its benefits across the Agency
- Standardize CM responsibilities and practices across the Agency
- Communicate issues not inherent to CM, which affect the Agency identified by CM processes, practitioners, and process users.

To keep up with the changing environment within the Agency, the CMSG is updating its charter to ensure the right decision makers and stakeholders are involved in reaching the vision for NAS CM. The NAS CM Authority will provide the updated charter to the CMSG members for review by the end of FY03. The CMCT will re-evaluate its responsibility and propose a charter and mission for its operation to provide for a more focused approach to addressing and communicating CM issues.

The communication of the NAS CM Organization's strategy to affect a seamless CM discipline within the Agency is an important step in ensuring the integrity of the NAS. The NAS CM Organization plans to provide for this through: a stronger CMSG and CMCT, training and outreach programs, and continued activity on the newsletter and website. The CMSG meetings will occur on a quarterly basis with semi-annual briefings to the Service Directors.

Implementation of WebCM will provide for a consistent and balanced application of CM through better traceability and visibility of changes, access to current documentation and faster response times and accountability. It will also support standardization of CM responsibilities and practices, and provide for the capture of process metrics.

### **3.1.2 Training**

Developing a skilled workforce addresses the educational needs of CM stakeholders and is integrated with other Agency initiatives. Business Units (BUs)/Integrated Product Teams (IPTs) and Regional personnel benefit from this program because it supports an Agency-wide understanding of NAS guidance, best practices, lessons learned, current processes, and technology solutions for configuration management.

For 2003, the NAS CM Organization training plans focus on current CM operations needs and WebCM user training. Other related training initiatives are conducted on an as requested basis. Training requests for new CM personnel on policy, process and automated CM tool usage (WebCM and DOCCON if appropriate) and for data release review committee procedures and website use are included. Appendix B includes current target dates for the conduct of training for this year.

The comprehensive training program which targets executives, management, CM practitioners and general users, including engineers will be revisited in the next release of this CMPP.

### **3.2. CM Policy and Procedures**

The performance of consistent and balanced application of process and policy is essential to ensure integrity of the NAS baseline and its related processes. Planning for CM throughout the lifecycle of NAS systems and products is key to achieving effective CM. An important means of accomplishing this is to ensure that CM requirements are instituted at the inception of new programs and remain in place throughout the lifecycle of those programs. To support CM planning activities, a single automated CM information system supporting the updated change management process must be implemented. Additionally, related processes and their relationship to the CM process have been identified to support planning and impact analysis for future enhancements (e.g., modification tracking, DRRC activity). To implement this enhancement, the following products are planned:

- Centralized CM Automation System - WebCM provides for enterprise-wide configuration management.
- CM Policy and Process Update/Improvement – Approval of changes to 1800.66, facility baseline procedures and definition of region unique equipment is planned.
- CM Process Monitoring Report- This quarterly report will use information generated by WebCM. It will provide information such as process usage and process times for selected process steps.
- CM Effectiveness and Quality Measures Action Plan – In partnership with CM Core Team members, this action plan to establish mechanisms for determining the effectiveness of the CM program and determine corrective action measures to address findings.

There are a number of activities underway to address identified improvements in the current CM system. These initiatives will be integrated into the National Procedures upon completion. The initiatives include:

- Updating FAA Order 1800.66
- Reviewing current operations for continued process improvement
- Supporting ATS-1 policy statement activity for proliferation of non-standard systems
- Identifying measures and metrics
- Clarifying relationship of NAS CCB and JRC

- Supporting the identification and establishment of program system interfaces as part of the CM automation

### 3.3. Core CM Activities

The core CM activities are those tasks performed by the NAS CM Organization that support the CM discipline throughout the Agency. One of the most visible activities is NAS CCB operations. The NAS CCB is responsible for managing changes to top-level requirements, including interfaces to the NAS. The NAS CM Organization is the "clearinghouse" for NAS level issues and provides this service through working closely with the NAS architecture organization, Joint Resources Council and its stakeholders.

The control desk function allows the NAS CM Organization to ensure consistent application of CM business rules to proposed changes. This function supports communication of CM policy and processes through interfaces with every level of Agency - change originators, prescreening organizations and IPT and BU approval authorities.

The Documentation Control Center (DCC) serves as the program support library (PSL) for the Agency. It houses NAS baseline documentation and the associated change history and related non-NAS baseline items. The DCC staff maintains Master Configuration Index data. The PSL function will be fully automated and accessible to Agency personnel in FY04.

The Data Release Review Committee (DRRC), which is supported by the NAS CM Organization, authorizes access to NAS data by entities external to the Federal Government. It is chartered to protect and control the release of NAS data. Some of the access approved by the DRRC requires interface to NAS systems. The DRRC endeavors to ensure that such access is achieved through approval of those physical interfaces through the NAS CCB. The NAS CM Organization supported development of the DRRC process and is the Executive Secretariat for the DRRC. It ensures that impacts to the NAS are documented and processed in accordance with Agency CM policy.

### 3.4. CM Automation

The FAA is implementing and will maintain a standards-based information architecture through its CM automation initiative. WebCM, after acceptance of the next release, will be nationally deployed. The CM information architecture, WebCM, is incrementally designed, built, and implemented in a modular fashion. The architecture's components relate to the CM business functions, as defined in the FAA CM life-cycle process model of the FAA CM Policy and CM procedures.

The NAS CM Organization plans to deploy WebCM this Fall 2003. WebCM will provide for automated CM processes and the help desk function. The integrated Enterprise Records Management (iERM) function will provide an automated library function, the CM data repository and web portal. Full CM Automation capability is expected in FY04.

The WebCM modules address all of the major CM information architecture components, including an automated CM process, CM data repository, web portal, virtual documentation control center, CM data repository, and a dedicated local area network (LAN). The specific components are:

- **Automated CM Process.** Using the Eden platform and the Intuition application, WebCM identifies the functions of the CM business. Building on the National Procedures, the change process has been captured and provides for automated change processing throughout the Agency. The high-level CM process has been decomposed into workflow modules, which form the FAA's CM Enterprise Business Model. It is a customized web-based, COTS application that facilitates the documentation and analysis of change information. This functionality also ensures CM processes are tailorable as appropriate and manageable.

- **CM Data Repository and Virtual DCC.** CM automation activity identifies and defines the major kinds of data that support the CM business functions documented in the Enterprise Business Model. The data architecture will consist of data entities, each of which has attributes and relationships with other data entities. This information will be published in the corporate CM data dictionary, which will serve as a critical information source for Agency information system designers. It will define a core set of corporate CM data that will be maintained consistently in Agency CM databases and systems to ensure data sharing across databases and systems. Using the iERM product, WebCM will provide document management, records management and data repository capabilities.
- **Web Portal**  
The web portal function of the CM Automation initiative allows for access to WebCM, selected Program Support Libraries, and designated program systems (FAST, AFTechNet, etc.). Web Portals requirements are being finalized and access through program systems and executive level enterprise systems are being evaluated.
- **Dedicated Local Area Network.** The ACM LAN will house the system applications needed to manage CM data and support life cycle CM activities. The architecture defines what applications will do to manage data and provides information to CM stakeholders.

As the automated CM system evolves, opportunities to leverage information systems and technology will be considered. Examples will include the tailoring of WebCM (e.g., special input and output screens), metrics collection, status reporting and other applications. Data requirements from other supporting systems will be defined in detail, supporting the design of needed interfaces with the Modification Tracking activities, the Asset Supply Chain Management (ASCM) system, the NAS Architecture database, and others as appropriate.

The CM technology architecture defines the major kinds of technologies or platforms needed to provide an environment for CM applications that are managing data in a shared environment. The CM technology architecture will also leverage the existing FAA installed technology base, and approved FAA desktop and other systems standards where applicable.

#### **3.4.1 WebCM Training**

Implementation of WebCM starts when the initial training rollout begins. The approach for WebCM training is a process driven, bottoms-up approach which provides “train the trainer” instruction. The NAS CM organization has established multiple training teams, which provides for parallel training throughout the Agency. It should be noted that this activity is dependent on acceptance of the “deployable” software and funding availability.

#### **3.4.2 CM Corporate Web Page**

The CM web page enhancements will continue in order to improve information dissemination, prepare for automated tool interface and position the NAS CM Organization to leverage related web activities throughout the FAA. The CM Web Page is a vital component of the target technology architecture.

The NAS CM Organization has integrated related functions, such as the DRRC and will be adding links to the web site supporting the ATS-1 policy statement for the proliferation of non-standard systems. The NAS CM Organization developed and implemented this site which will include a web-based database for capturing and tracking innovations and ideas from field personnel for the Executive Ad Hoc Group. The Executive Ad Hoc Group, currently headed by the Agency’s requirements organization, is being established and will include top-level management from the appropriate lines of business who will provide a quick response and guidance for those organizations requiring immediate solutions for their NAS operational needs.

## **APPENDIX A RESOURCES AND RISKS**

This section addresses the CM activities performed by NAS Configuration Management organization resources.

An effective CM culture within the FAA is key to avoiding inconsistent performance of CM. Overall, CM is not being performed at an acceptable level, which has caused a lack of integrity of the baseline information and major degradation to the “Agency” CM process. The 2003 activities depicted in the following table support the current Agency CM goals. They are required to:

- Maintain the overall integrity of the CM process
- Maintain the NAS level baselines
- Provide visibility and traceability between the NAS level product and operational baselines
- Provide training
- Ensure consistent application of the CM discipline throughout the FAA.

These activities support NAS CM Authority and NAS CM Organization responsibilities to manage the CM process for the Agency; develop/issue policy and standardize CM processes and procedures; monitor, evaluate, report, provide corrective guidance, follow-up to ensure CM is meeting Agency needs; serve as focal point for resolution of CM issues; provide support to BU/IPTs through liaisons; and provide continuous improvement of CM for the Agency.

The resources currently in place to complete the activities are described below in the following Table, A.1.

**APPENDIX A  
RESOURCES AND RISKS**

**Table A.1-1: NAS CM Activity Resource Usage**

<b>Activity</b>	<b>ACM CM Resources</b>	<b>Non-ACM CM Resources</b>
<b>Strategic Planning and Training</b>	NAS CM Authority NAS CM Organization	
• CM Strategic Plan	NAS CM Authority NAS CM Authority	CMSG CMCT Working Groups
• Review and update CMSG Charter	NAS CM Authority	CMSG CMCT
• Report Agency CM Status	NAS CM Authority NAS CM Organization	
• Execute ACM Outreach	NAS CM Organization	
• Perform Product Integration and Quality Control	NAS CM Organization	
• Plan, Manage and Execute CM Training	NAS CM Organization	
• Develop Monitoring and Oversight Plan	NAS CM Authority NAS CM Organization	
• Perform Monitor and Oversight Activities	NAS CM Organization	
• Develop Solutions and Implement CM Program Evaluation Findings	NAS CM Organization	CMSG CMCT
<b>CM Policy and Procedures</b>	NAS CM Authority NAS CM Organization	
• Maintain Policy, Process and Procedures	NAS CM Organization	CMCT Working Groups
• Maintain Links to External Processes and Products	NAS CM Organization	
• Support CM Related Policy Activities	NAS CM Authority NAS CM Organization	Working Groups (ARQ, ASD, AFZ, AOS, AOP)
<b>Core CM Activities</b>	NAS CM Organization	
• Provide NAS CCB Support	NAS CM Organization	
• Maintain MCI	NAS CM Organization	
• Operate Control Desk	NAS CM Organization	
• Operate DCC	NAS CM Organization	

**APPENDIX A**  
**RESOURCES AND RISKS**

<b>Activity</b>	<b>ACM CM Resources</b>	<b>Non-ACM CM Resources</b>
<ul style="list-style-type: none"> <li>• Provide DRRC Support                             <ul style="list-style-type: none"> <li>• Policy/SOP</li> <li>• Process</li> <li>• Database/Website</li> </ul> </li> </ul>	NAS CM Organization	NAS Policy Division (AOP-300)

## APPENDIX A RESOURCES AND RISKS

Activity	ACM CM Resources	Non-ACM CM Resources
<b>CM Automation</b>	NAS CM Organization	
<ul style="list-style-type: none"> <li>• Implement WebCM</li> </ul>	NAS CM Organization	
<ul style="list-style-type: none"> <li>• Perform Data Conversion Activities</li> </ul>	NAS CM Organization	
<ul style="list-style-type: none"> <li>• Manage CM Information Architecture</li> </ul>	NAS CM Organization	
Provide WebCM Training <ul style="list-style-type: none"> <li>• Initial Roll-out (train the trainers)</li> <li>• Initial intra-organizational training</li> </ul>	NAS CM Organization	Trained CM Practitioners IPTs/BUs/Regions/Ops Support
Maintain Website <ul style="list-style-type: none"> <li>• NAS CM</li> <li>• DRRC</li> <li>• Executive Ad Hoc Group</li> </ul>	NAS CM Organization	
Monitor Related Initiatives <ul style="list-style-type: none"> <li>• CM Data Conversion</li> <li>• Manage CM Information Architecture</li> </ul>	NAS CM Organization	

## **APPENDIX A RESOURCES AND RISKS**

A key risk to completing these tasks is the availability of the resources. Additional risks to the success of this plan are:

- ***Culture:***
  - Ability of FAA to respond to an organization with dual accountability
  - Working group members may not be able to shed organizational biases and think globally.
  - Reorganization of the Agency to the ATO environment
  - Management and CM Stakeholder Commitment
  - Unionization of employees
- ***Procedural:***
  - Legal/Contractual/Procedural barriers associated with implementing procurement standards
  - The production of National Procedures in parallel (rather than in series) has a potential to make all disjointed and fragmented
  - Lack of FAA methodology to resolve (and accept resolution) of process, policy, and procedures which conflict with existing FAA orders
- ***Technology:***
  - Continuing to spend funds on technology without an Agency perspective (i.e., paying for duplicative capabilities, etc.)
  - Not having an integrated, automated CM Tool that the FAA would use
  - The implementation of an appropriate CM Tool (or Tools)
- ***Cost:***
  - Additional costs associated with developing and implementing procedures and guidance may not be fully appreciated as there is no current way to quantify the cost of not implementing
  - Moving to a standard identification system may impose extensive costs on replacing existing identification systems
  - Resource constraints for WebCM training, i.e., availability of personnel at sites to participate in training

**APPENDIX B  
SCHEDULES****Table B-1.1: Strategic Planning and Training**

<b>Complete</b>	<b>Task Description</b>	<b>Participants</b>
FY-05	Corporate CM Strategy	CMSG
6/24/03	CMCT Meeting	CMCT
FY-04	Communications Strategy Action Plan	ACM
8/20/03	Q4-03 CMSG Meeting	CMSG
August 2003	Initiate Activities to Address CM Program Evaluation Findings (action plan, working group)	ACM, CMCT
September 2003	CMCT Meeting	CMCT
10/31/03	Update CMSG Charter	ACM
November 2003	CMCT Charter Working Group	CMCT
Ongoing	Continue Outreach Activities	ACM
TBD	CM in the ATO Environment Working Group	ACM, ATB, AOS, AOP, AFZ, Regions, ACT, AUA, AND, AML
August 2003	Conduct CM Automation Investment Analysis Activities	ACM/ASD
November 2003	JRC Approval for CM Automation	ACM
FY-04	Conduct CM Program Investment Analysis Activities	ACM/ASD
March 2004	Q1-04 Service Directors Briefing	ACM/CMSG
Ongoing	Attend applicable CM Training	Agency
As requested	Develop/Conduct CM Awareness Briefings	ACM
Draft Version	Develop Agency CM Training Program Plan	ACM
FY-04	Implement Agency CM Training Program Plan	ACM
Ongoing	Conduct Formal CM Training	ACM/FAA Academy
Weekly	CCB Monitoring Report	ACM
Training and Outreach Sessions	Follow-up Activity for CCB Monitoring Report	ACM
Quarterly Next: 9/30/03	DCC Metrics Report	ACM
Quarterly Next: 10/10/03	CM Process Monitoring Report (WebCM based)	ACM
December 2003	Develop CM Effectiveness and Quality Measures Criteria	CMCT
January 2004	Identify CM metrics	AFZ, AOS, AOP, ANI, AUA, AND, ATB AML, ARS, ACM, Regions (3), ACT
FY-04	Develop Strategy for Configuration Management of Technical Interfaces <ul style="list-style-type: none"> <li>NAS Interfaces, Technical Architecture, and JRC Decisions</li> <li>Interface Control Documentation</li> <li>Interface Control Working Groups</li> <li>Requirements Traceability</li> </ul>	AOP, ACM, AFZ, AML, AND, ATB, AUA, Regions (3), AOS, ARS, ACT, ASD
FY-04	Support NAS Architecture CM Planning Activity for Technical Requirements	ACM, ASD
March 2003	Complete CM Section of Systems Engineering Manual	ACM

**APPENDIX B  
SCHEDULES****Table B-1.2: CM Policy and Procedures**

<b>Complete</b>	<b>Task Description</b>	<b>Participants</b>
6/18/03	Support ATS Policy Statement Development for Proliferation of Non-Standard Equipment	ARQ, ACM
6/18/03	Develop Process Guidance for ATS Policy Statement	ACM
5/7/03	Submit DRRC Standard Operating Procedures to AOP-300 for Clearance Process	ACM
7/7/03	Perform DRRC Chairperson Transition Activities (ATP-1 to AOP-1)	ACM/AOP
7/31/03	Develop Database for Executive Ad Hoc Committee	ACM/ARQ
September 2003	Approve Updates to 1800.66 <ul style="list-style-type: none"> <li>▪ Facility Baselines</li> <li>▪ Definition for Region Unique Equipment</li> </ul>	ACM
October 2003	Conduct Working Group Session to Address Class I/II Change Types	ACM, AUA, ATB, AND, AOS, Region(s), AFZ, AML, ACT, AOP
FY-04	Conduct Working Groups to Address AOS CM and COTS	
FY-04	Update 1800.66 to Reflect Changes Resulting From Wkgps to Address CM Program Evaluation Findings	ACM
FY-04	Establish NAS CCB/JRC Relationship	ACM, ASD

**APPENDIX B  
SCHEDULES**

**Table B-1.3: CM Automation<sup>1</sup>**

<b>Complete</b>	<b>Task Description</b>	<b>Participants</b>
<b>12/30/03</b>	<b>Implement ACM LAN</b>	<b>ACM</b>
Completed	In-Service Agreement for Pre-Deployment	
Completed	Deliver LAN SCAP	
Completed	Commence full operations and maintenance of LAN	
12/30/03	O&M to support deployment of other applications	
<b>9/30/03</b>	<b>Implement WebCM</b>	<b>ACM, Charter Users<sup>2</sup></b>
Completed	Achieve IOC	
8/11/03	Implement Helpdesk	
7/17/03 – 8/15/03	Initial Transition for Parallel Ops (DOCCON/WebCM)	
8/20/03	WebCM Release 3	
8/20/03 – 8/26/03	User Acceptance Testing (UAT)	
8/28/03 – 8/29/03	UAT/WebCM Rework Activity	
8/29/03	WebCM Acceptance	
9/2/03 – 9/12/03	ACM Train the Trainer	
9/15/03 – 9/19/03	Regional CM Coordinator Training (Train the Trainer)	
9/29/03 – 2/9/04	Conduct Region/IPT/BU/HQ Training	
9/30/03	Populate Database (User Info, DOCCON data tables, etc)	
September 2003	Approve SCAP	
12/16/03	Complete CM Tool Legacy Data Migration	
12/8/04	Complete Regional Training	
2/6/04	Complete NAS CCB Training	
2/9/04	Complete IPT/BU Training	
7/30/04	Begin Full CM Process Operations	
Ongoing	Commence ongoing operation and maintenance	
FY-04	Approve iERM SCAP (vDCC, CM Data Repository, Web Portal)	
FY-04	Implement iERM <ul style="list-style-type: none"> <li>▪ CM Data Repository</li> <li>▪ VDCC</li> <li>▪ Web Portal</li> </ul>	

<sup>1</sup> CM Automation activities are dependent on resource and funding availability. This schedule assumes automation deliverables (software, training materials) are received and accepted as scheduled.

<sup>2</sup> Charter Users are those organizations/users participating in the testing and implementation of WebCM. They include ATB, AGL, AOS, ANI, ACM, AUA and AND.

**APPENDIX C**  
**ACRONYMS**

AF - Airways Facilities  
AMS - Acquisition Management System  
ASCM - Asset Supply Chain Management  
AT - Air Traffic  
ATC - Air Traffic Control  
ATO - Air Traffic Organization  
B/Ls - Baselines  
BU - Business Unit  
CCB - Configuration Control Board  
CCD - Configuration Control Decision  
CDRL - Contract Data Requirements List  
CI - Configuration Item  
CM - Configuration Management  
CMCT - Configuration Management Core Team  
CMPP - Configuration Management Program Plan  
CMSG - Configuration Management Steering Group  
CONOPs - Concept of Operations  
DCC - Document Control Center  
DOCCON - Document and Configuration Identification System  
DRRC - Data Release Review Committee  
FAA - Federal Aviation Administration  
FRD - Final Requirements Document  
IA - Information Architecture  
iCMM - Integrated Capability Maturity Model  
iPG - Integrated Process Group  
IPP - Integrated Program Plan  
IPT - Integrated Product Team  
JRC - Joint Resources Council  
LOB - Line of Business  
MCI - Master Configuration Index  
NAS - National Airspace System  
NCP - NAS Change Proposal  
OPI - Office of Primary Interest  
PC - Personal Computer  
PSL - Product Support Library  
RD - Requirements Document  
Rev. - Revision  
SME - Subject Matter Expert  
SOW - Statement of Work  
SSM - System Support Modification  
STR - System Technical Release  
VDCC - Virtual Documentation Control Center  
WBS - Work Breakdown Structure  
Wkgrp - Workgroup