CRL Configuration Management Procedure

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1 Purpose

This document describes the process which is to be used to manage change to the configuration of the Asset Information Management System (AIMS).

2 Scope

This process relates to the management of AIMS classes and supporting documents maintained within the Asset Data Dictionary.

3 Process Timeframes

The AIMS Configuration Team (ACT) will always endeavour to process change requests in as shortest time as possible. Once a change request has been raised on the change register, an impact assessment will be sent to the relevant stakeholders. Stakeholders must return the impact assessment to the AIMS Configuration Team within 5 working days in order for their comments to be considered. The Change Approval Board (CAB) will be held periodically as required. Typically changes which may affect the Contractor and need to go via the CAB will take longer to process than 'Non-Contractor Affecting Change' (NCAC).

4 Definitions

For a full list of common Asset related terms see the Crossrail Asset Information Glossary (eB document CRL1-XRL-Z3-GUI-CR001-50012).

Terms/acronyms specific to this document are listed below:

Acronym	Name	Description
ACT	AIMS Configuration Team	CRL Team that manages the review of AIMS related potential configuration changes and implementation of approved changes.
CAB	Change Approval Board	The Change Approval Board (CAB) purpose is to review any proposed Contractor Affecting Changes (CAC). Required attendees are as follows; CRL Technical Director plus other Directors and Heads as advised and required by the CRL Technical Director
CAC	Contractor Affecting Change	A change which if implemented would have an impact on the Contractor.
PCAC	Potential Contractor Affecting Change	A change which if implemented would potentially have an impact on the Contractor.
NCAC	Non-Contractor Affecting Change	A change which if implemented would not have an impact on the Contractor.

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5 Change Control Process

The following process details the stages from a query and/or change being raised to its implementation in AIMS.

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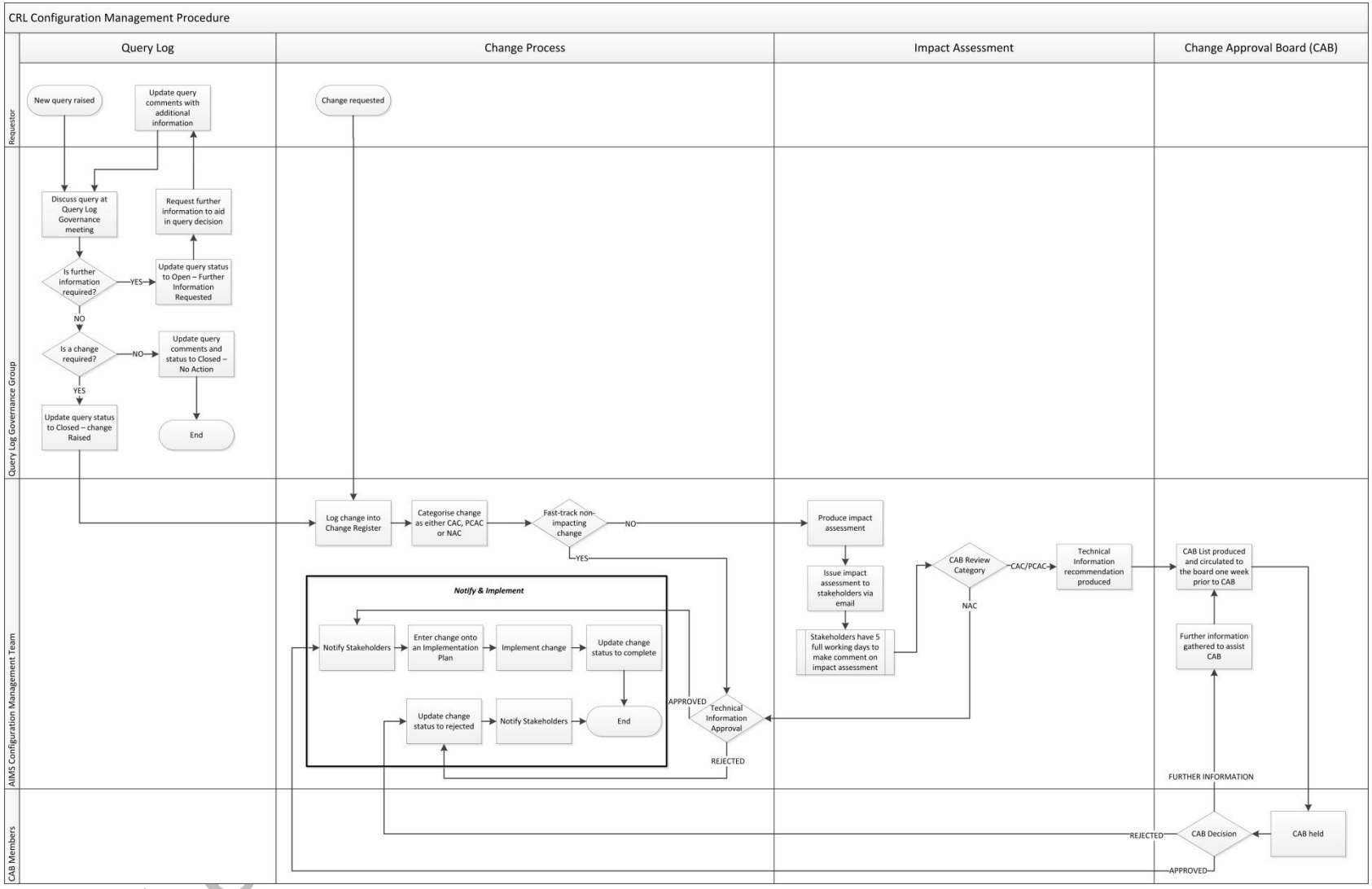
5.1 Process Diagram



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5.2 Process Steps

Query Log

- New query raised
  - A query is raised in the AIMS Change Control Register.

- Discuss query at Query Log Governance meeting
  - The query is discussed by the query log governance group whose directive is to filter technical queries and requests for clarification in relation to the configuration of AIMS and the requirements to populate information into the system.

- Is further information required?
  - In some cases, the requestor does not provide enough information for the query log governance group to provide an answer to their query. If further information is required, the status of the query will change to reflect this and the requestor must provide further information within the comments of the query. The query will then get revisited at the next query log governance meeting.

- Is a change required?
  - If further information is not required by the query log governance group, it may be the case that a change is required in order to close the query. If this is not the case and the query can be answered with no further action required, the status of the query will change to reflect this and an answer to the query will be provided within the query comments. If a change is required, the status of the query will change to reflect this and a comment will be added to the query to indicate a change will be raised.

Change Process

- Change requested
  - In some cases a change can be requested directly without going through the query log process.

- Log change into Change Register
  - Full details of the change are logged into the change register and a unique change number is allocated.

- Categorise change as either CAC, PCAC or NCAC
  - Each change will be assigned into one of the following categories; Contractor Affecting Change (CAC), Potential Contractor Affecting Change (PCAC) or Non-Contractor Affecting Change (NCAC).

- Fast-track non-impacting change
  - NCAC which are not required to go out for impact assessment can be fast-tracked directly to Technical Information Approval. This can include changes to admin attributes stored in AIMS, however each would be considered on a case by case basis.

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Impact Assessment

- Produce impact assessment
  - An impact assessment is produced for each individual change record which will detail the proposed change and justification for why the change has been raised. The impact assessment will also contain details of the query it relates to (if relevant).

- Issue impact assessment to stakeholders via email
  - Impact assessments are circulated to Delivery, Technical and Systems management teams for review and input. Where applicable they are also circulated to the IM's. All parties have 5 full working days to respond to IAs. If no response is received in this time period it is taken that there is no perceived impact. Minor changes or changes required only for the administration of AIMS do not require impact assessments.
  - There may be instances where the business requires for impact assessments to be sent post change implementation. In such cases, the Asset Information Systems and Status Manager is to gain approval from all stakeholders prior to change implementation.

- CAB Review Category
  - If the change has been categorised as a NCAC, after impact assessment it can progress straight to Technical Information Approval without the need to go in front of the CAB. If the change has been categorised as CAC or PCAC, the change will go in front of the CAB. This review stage can allow for the CAB review category to change from how it was categorised pre-impact assessment stage, based on the result of the impact assessment.

- Technical Information recommendation produced
  - Technical information will provide a recommendation based on the change detail and any raised impacts for use by the CAB.

Change Approval Board (CAB)

- CAB list produced and circulated to the board one week prior to CAB
  - All CAC and PCAC will be entered onto a CAB list which will be circulated via email to the board for their information one week before the CAB is due to be held.

- CAB held
  - The CAB purpose is to review any proposed CAC based on the provided change details, impact assessments and Technical recommendation and either approve or reject the change. Approvals/rejections must be reached with a majority vote by all members of the CAB.

- CAB Decision

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- If the CAB rejects the change, this will move back to the change process and the status updated to rejected. If the change is approved, this will move back to the change process to be implemented.

- Further information gathered to assist CAB
  - The CAB can if required request further information if they feel a decision cannot be made with the provided information. In this case the AIMS Configuration Management Team will gather further information and ensure this is ready to be presented back to the CAB.

Change Process

- Technical Information Approval
  - Technical Information will review any NCAC which has either been fast-tracked or has been out for impact assessment. The change will either be approved or rejected based on the perceived impact by Technical Information and the impact assessment. Based on the decision made, the status of the change will either be updated to rejected or the change will progress to implementation.

- Enter change onto an Implementation Plan
  - All approved changes will be entered onto an implementation plan ready for implementation into AIMS.

- Implement change
  - The change will be implemented into AIMS, the status of the change will be updated to complete and the process ends.

5.3 Change Reporting

On a periodic basis, a report will be produced containing the status of all changes since the previous report was produced.

- Logged
  - Changes logged which have not yet progressed to be under assessment.

- Under assessment
  - Changes either out on impact assessment or awaiting review

- Approved
  - Changes approved awaiting implementation in AIMS

- Rejected
  - Changes rejected

- Completed
  - Changes implemented into AIMS

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