Policy Title: Configuration Management Plan

Policy Type: Administrative


Approval Date: 05/28/2014 Revised

Responsible Office: Office of Information Technology

Responsible Executive: CIO

Applies to: Office of Information Technology

POLICY STATEMENT

The configuration management plan defines detailed processes and procedures for how configuration management is used to support system development life cycle activities at the information system level.

TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Contacts</th>
<th>PAGE NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stakeholder(s)</td>
<td>2</td>
</tr>
<tr>
<td>Purpose</td>
<td>2</td>
</tr>
<tr>
<td>Requirements</td>
<td>2</td>
</tr>
<tr>
<td>Violations</td>
<td>3</td>
</tr>
<tr>
<td>Interpretation</td>
<td>3</td>
</tr>
<tr>
<td>Publication</td>
<td>3</td>
</tr>
<tr>
<td>Review Schedule</td>
<td>3</td>
</tr>
<tr>
<td>Related Documents</td>
<td>3</td>
</tr>
</tbody>
</table>

CONTACT(S)

Office of Information Technology – (757)823-2869
STAKEHOLDER(S)

University Faculty & Staff
Office of Information Technology

PURPOSE

This control is intended to establish the policy and procedures for implementing configuration management planning for the University information system.

REQUIREMENTS

NSU develops, documents, and implements a configuration management plan for the information system that:

1. Addresses roles, responsibilities, and configuration management processes and procedures;
2. Defines the configuration items for the information system and when in the system development life cycle the configuration items are placed under configuration management; and
3. Establishes the means for identifying configuration items throughout the system development life cycle and a process for managing the configuration of the configuration items.

Supplemental Guidance: Configuration items are the information system items (hardware, software, firmware, and documentation) to be configuration managed. The configuration management plan satisfies the requirements in the University’s configuration management policy while being tailored to the individual information system. The plan describes how to move a change through the change management process, how configuration settings and configuration baselines are updated, how the information system component inventory is maintained, how development, test, and operational environments are controlled, and finally, how documents are developed, released, and updated. The configuration management approval process includes designation of key management stakeholders that are responsible for reviewing and approving proposed changes to the information system, and security personnel that would conduct an impact analysis prior to the implementation of any changes to the system.

Control Enhancements for Sensitive Systems:

1. NSU assigns responsibility for developing the configuration management process to University personnel that are not directly involved in system development.

Enhancement Supplemental Guidance: In the absence of a dedicated configuration management team, the system integrator may be tasked with developing the configuration management process.
VIOLATIONS

Violations of this policy will be addressed in accordance relevant University and Commonwealth of Virginia policies, including University Policy 32-01 and Department of Human Resources Management Policy 1.75. The appropriate level of disciplinary action will be determined on an individual case basis by the appropriate executive or designee, with sanctions up to or including termination or expulsion depending upon the severity of the offense.

INTERPRETATION

The Information Security Officer is responsible for official interpretation of this policy. Questions regarding the application of this policy should be directed to the Office of Information Technology. The Information Security Officer reserves the right to revise or eliminate this policy.

PUBLICATION

This policy shall be widely published and distributed to the University community. To ensure timely publication and distribution thereof, the Responsible Office will make every effort to:

1. Communicate the policy in writing, electronic or otherwise, to the University community within 14 days of approval;
2. Submit the policy for inclusion in the online Policy Library within 14 days of approval;
3. Post the policy on the appropriate SharePoint Site and/or Website; and
4. Educate and train all stakeholders and appropriate audiences on the policy’s content, as necessary. Failure to meet the publication requirements does not invalidate this policy.

REVIEW SCHEDULE

- Next Scheduled Review: 05/28/2015
- Approval by, date: Office of Information Technology and 05/28/2014
- Revision History:
  - Supersedes (previous policy): OIT 62.8.509 Configuration Management Plan

RELATED DOCUMENTS

Virginia Commonwealth State policy SEC501-08 Information Security Standard