**UniQuE**

Technology Asset And Configuration Management Plan

(Engagement Name and Id)

(Client)

**Document History**

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| Version | Date | Author | Changes |
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**Review And Approval**

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# Introduction

## Purpose of the Document

<<Mention the purpose of this plan >>

## Scope of the Document

<<Mention the scope of this plan>>

## Control of the Document

<<Define preparation, approval, maintenance and revision of this plan>>

### Approval

### Maintenance

# Technology Asset And Configuration Management Overview

## Scope And Overview of Technology Configuration Management

<<Mention the scope and brief overview of the Technology Configuration Management within the engagement>>

## Scope And Overview of Technology Asset Management

<<Mention the scope and brief overview of the Technology Asset Management within the engagement>>

# Configuration Control

## Technology Asset And Configuration Item Identification Approach

<<Mention the approach agreed within the engagement for the identification of a technology configuration item and asset>>

## Technology Asset And Configuration Item Naming convention

<<Mention the unique naming convention for technology configuration items and assets>>

## Plan For Version Control

<<Mention how the changes to documents are controlled via version control mechanism>>

## Plan For Baseline Creation And Approvals

<< Mention all the baselines to be created in the entire life cycle. Each of these baselines can include number of configuration items. Mention approval process followed within engagement for new baseline>>

## Plan To Backup Existing Baseline

<<Mention the plan to backup the current baseline before creating the new one>>

## Plan For Baseline Audits

<<Mention the process for baseline audits within engagement>>

## Plan For Documentation

<<Mention the documentation that must be maintained for each change. Example: change control history update, CMDB is update, labelling, etc.>>

# Configuration Management Tools

## Client Configuration Management Tool

<<Mention the tools used by Client for technology configuration management>>

## Capgemini Configuration Management Tool

<<Mention the tools used by Capgemini for technology configuration management>>

## Directory Structure

<<Mention the directory structure maintained for the technology CI’s >>

## Asset Management Tools

<<Mention the tools used by Client and Capgemini for technology asset management>>

## Access Rights

<<Mention the access right policy with in engagement >>

# Status accounting

<<Mention how technology asset and configuration item status monitoring is done and reported to stakeholders >>

# Configuration Auditing (Reviews)

<<Mention the various configuration audits planned in the engagements >>