**UniQuE**

Technology Asset And Configuration Management Audit Report

(Engagement Name and Id)

(Client)

**Document History**

|  |  |  |  |
| --- | --- | --- | --- |
| Version | Date | Author | Changes |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Review And Approval**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Company | Role | Name | Date | Signature |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Distribution**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Company | Name | Number | Media | Action |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Storage**

|  |  |  |
| --- | --- | --- |
| Location | Access | Administrator |
|  |  |  |
|  |  |  |

Company Confidential - Copyright © 2017 Capgemini - All rights reserved

Template Version Number: Group Reference v1.0

|  |  |
| --- | --- |
| **Engagement ID** |  |
| **Engagement Name** |  |
| **Date of Technology Asset And Configuration Management Audit** |  |
| **Name of the Auditor** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Audit Questionnaire** | **Yes / No / NA** | **Remark** | **Corrective action** | **Closed Date** |
| **1** | Have all changes and/or corrections been made to the correct version of the work product? |  |  |  |  |
| **2** | Does the functional specification document address all the requirements? |  |  |  |  |
| **3** | Are the change history comments correctly recorded for all the specifications/Design/test case/code undergoing a change in the current release? |  |  |  |  |
| **4** | Do all other related/referenced documents (mentioned in Requirements Traceability Matrix) address the requirement correctly? |  |  |  |  |
| **5** | Are all code related artifacts labeled properly to reflect the correct version? |  |  |  |  |
| **6** | Is the Directory Structure as per configuration management (CM) Plan? |  |  |  |  |
| **7** | Are the Access rights as per configuration management (CM) Plan? |  |  |  |  |
| **8** | Is the Version Number as per configuration management (CM) Plan? |  |  |  |  |
| **9** | Are the Naming conventions used as per configuration management (CM) Plan? |  |  |  |  |
| **10** | Are documents of external origin identified and distribution controlled? under configuration management? |  |  |  |  |
| **11** | Are relevant versions of documents available at points of use? |  |  |  |  |
| **12** | Are the previous versions of configuration items available? |  |  |  |  |
| **13** | Are release notes prepared with version of each deliverable in the release? |  |  |  |  |
| **14** | Are release baselines established as planned? |  |  |  |  |
| **15** | Are backups taken as per the configuration plan? |  |  |  |  |
| **16** | Are appropriate labels assigned to baselines? |  |  |  |  |
| **17** | Does the release note to the client contain a list of all known issues/ un-addressed changes/requirements not met /known bugs, etc.? |  |  |  |  |
| **18** | Are CM tools verified to ensure fulfillment of engagement needs? |  |  |  |  |
| **19** | Are all assets listed in the asset inventory? |  |  |  |  |
| **20** | Are all asset details inline with details mentioned in the inventory? |  |  |  |  |

|  |
| --- |
| **Overall Findings From Technology Asset And Configuration Management Audit** |
| **1.**  **2.**  **3.** |