Change Authority Considerations

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SOFTWARE EXCELLENCE ACADEMY
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Logistics

- Attendees are on mute

- Type your comments & questions into the Question area – Linda will answer questions during & at the end of the webinar

Logistics

- You will receive an email tomorrow:

  - Which is verification of attendance for RUs, PUs, etc.

  - Telling you how to access the recording – please feel free to share this recording with your colleagues

Change Authority

A change authority is beneficial because it:

- Provides authority to make decisions about proposed changes

- Confirms change authorization before implementation

- Provides visibility in the change control process

- Provides a vehicle for impact analysis

- Facilitates resource allocation

- Plays an integral role in keeping the software development process under control

Change Authority Considerations

Change authority considerations:

- Purpose & scope

- Membership

- Operating procedures

- Decision-making process

- Communications mechanisms
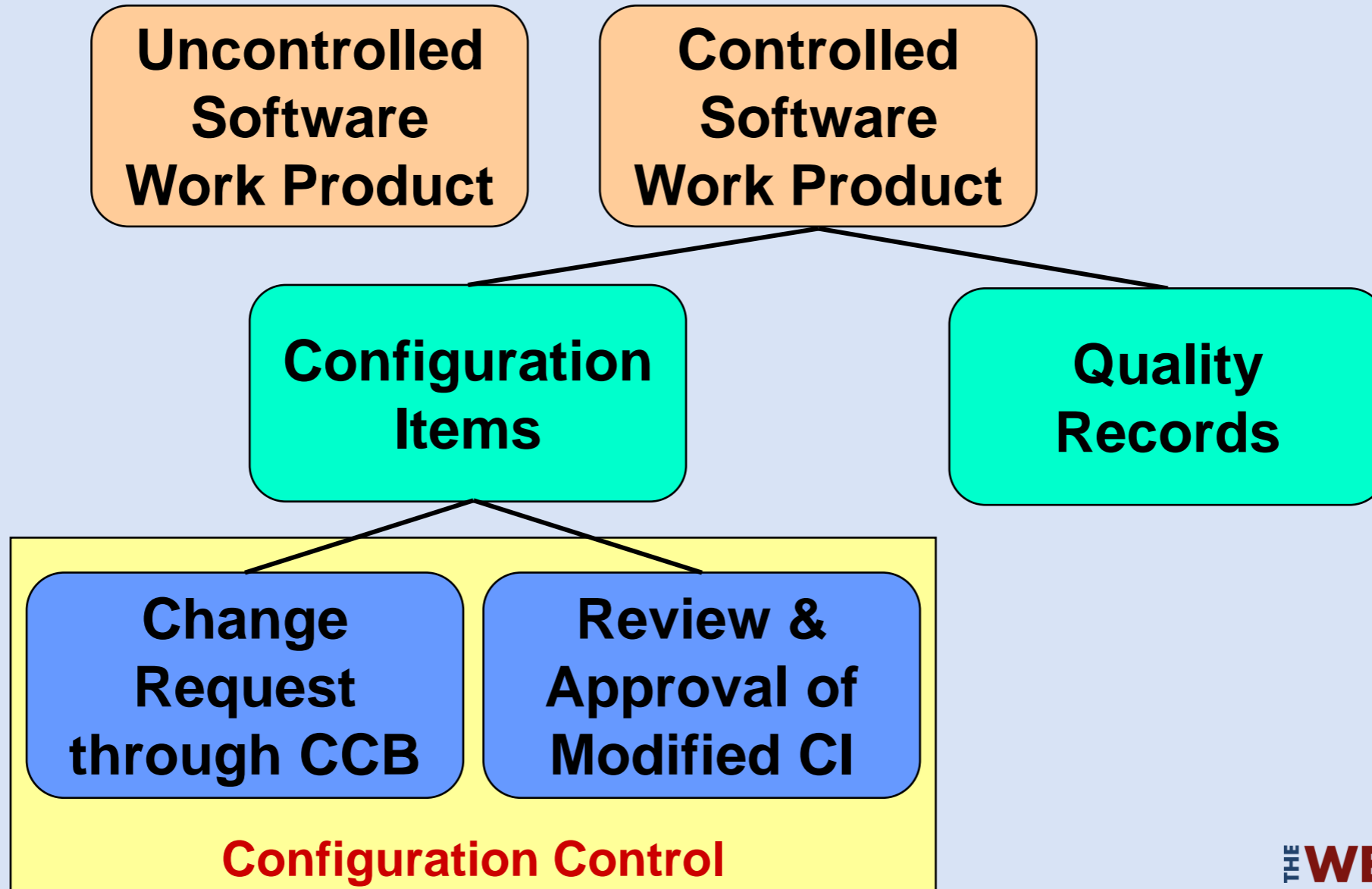
Consideration #1: Purpose & Scope

Purpose:

- The objectives of the change authority

- Its relationships to other change authorities within the organization & to other decision-making bodies

Scope of Authority:

- The decisions that the change authority can make

- What decisions need to be escalated to higher-level change authority
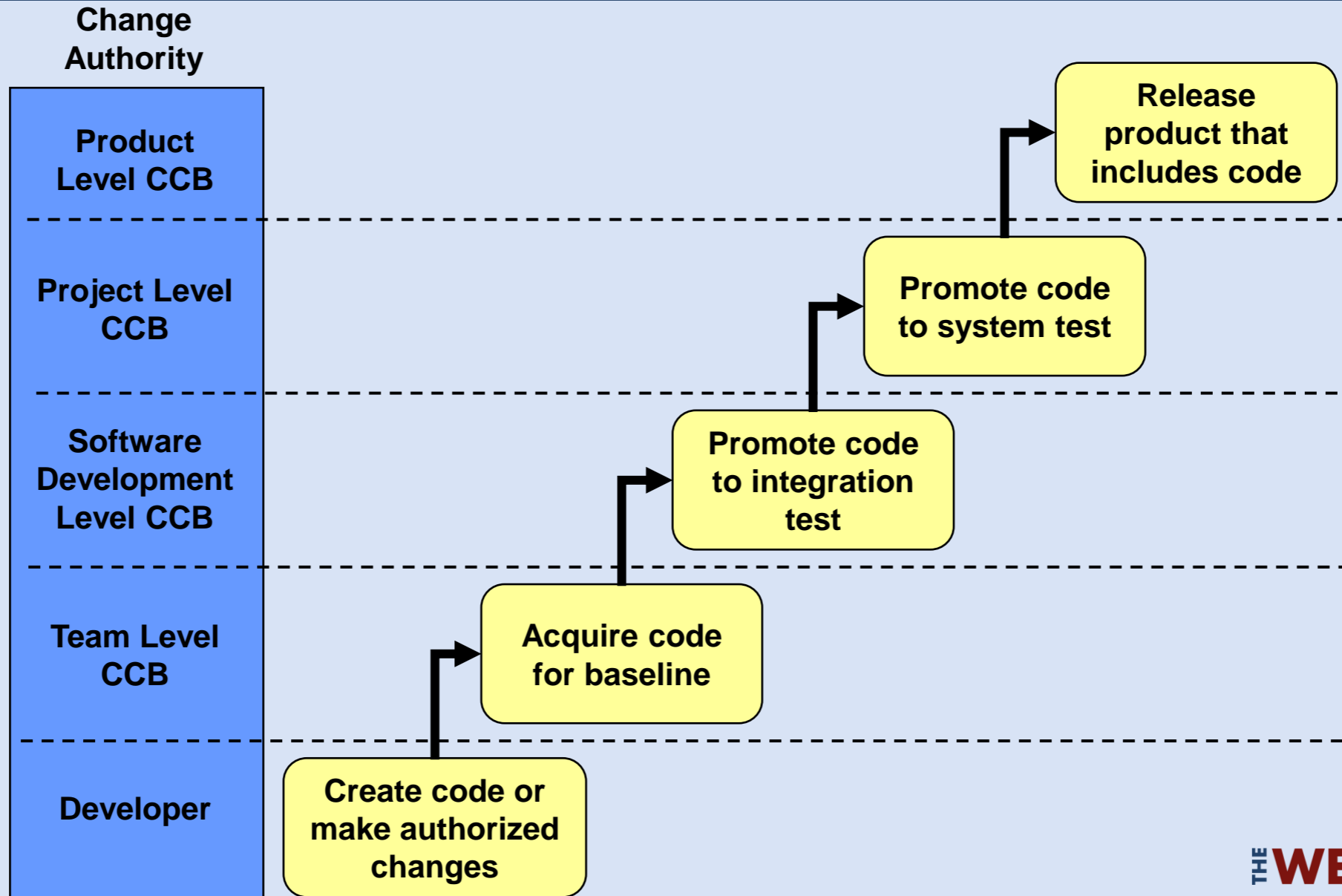
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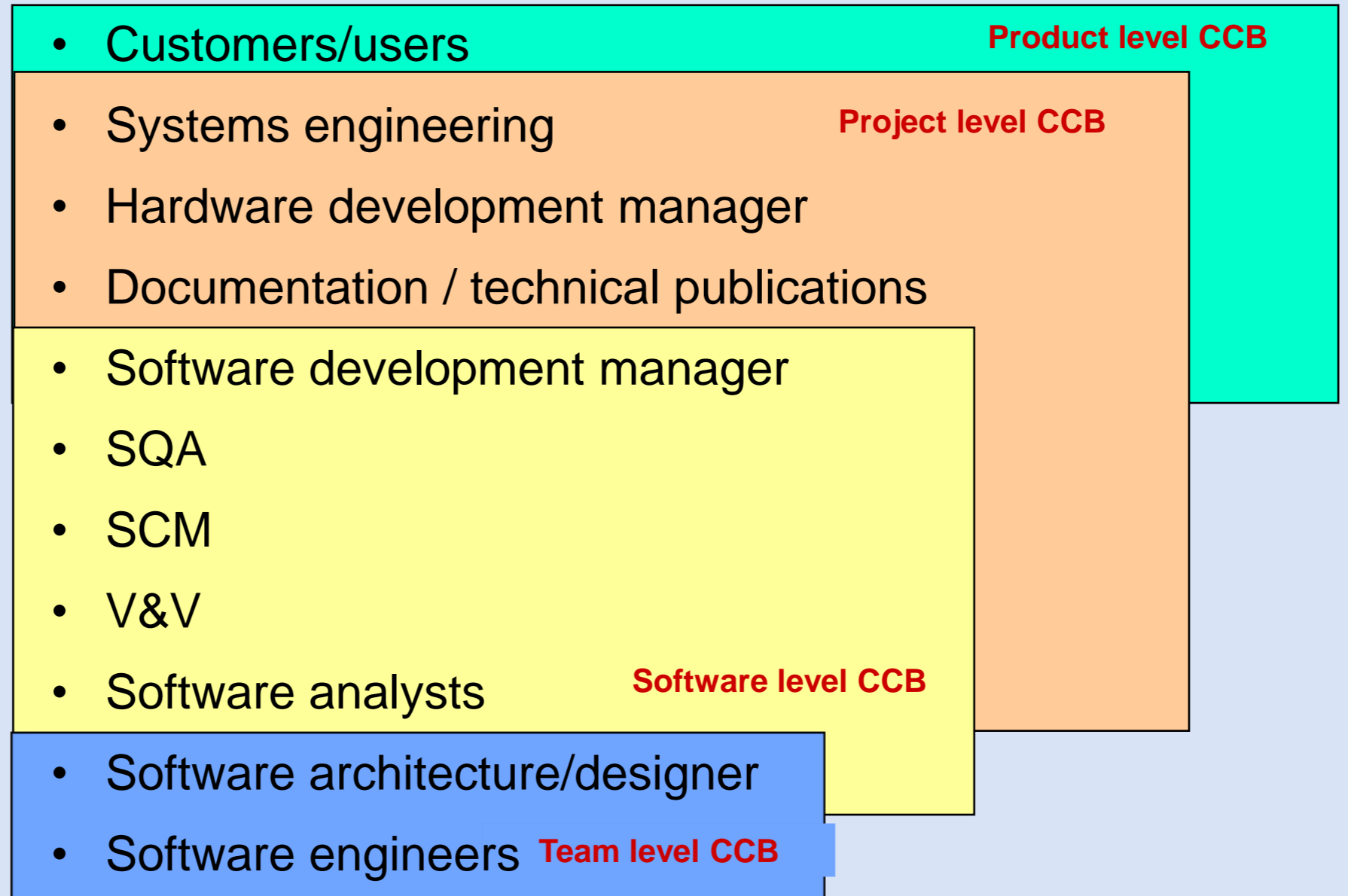# Consideration #2: Membership

Potential candidates for Change Control Board (CCB) membership:

- Policy makers

- Technical specialists

- Project management

- Representation from impacted organizations:
  - Systems engineering
  - Software engineering
  - Hardware engineering
  - Documentation / technical publications
  - Quality assurance

- Customers, users & other stakeholders

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Multiple Levels of CCB – Code Example

Change Authority

Product Level CCB	Release product that includes code
Project Level CCB	Promote code to system test
Software Development Level CCB	Promote code to integration test
Team Level CCB	Acquire code for baseline
Developer	Create code or make authorized changes

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CCB Membership – Examples

- Customers/users

Product level CCB

- Systems engineering

Project level CCB

- Hardware development manager
- Documentation / technical publications
- Software development manager
- SQA
- SCM
- V&V
- Software analysts

Software level CCB

- Software architecture/designer
- Software engineers

Team level CCB

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Review & Approval of Modified CI

The change authority membership might be whoever is doing the review & approval:

- Peer review team

- Milestone review team

- Whoever is doing the gate review

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Agile Change Authority
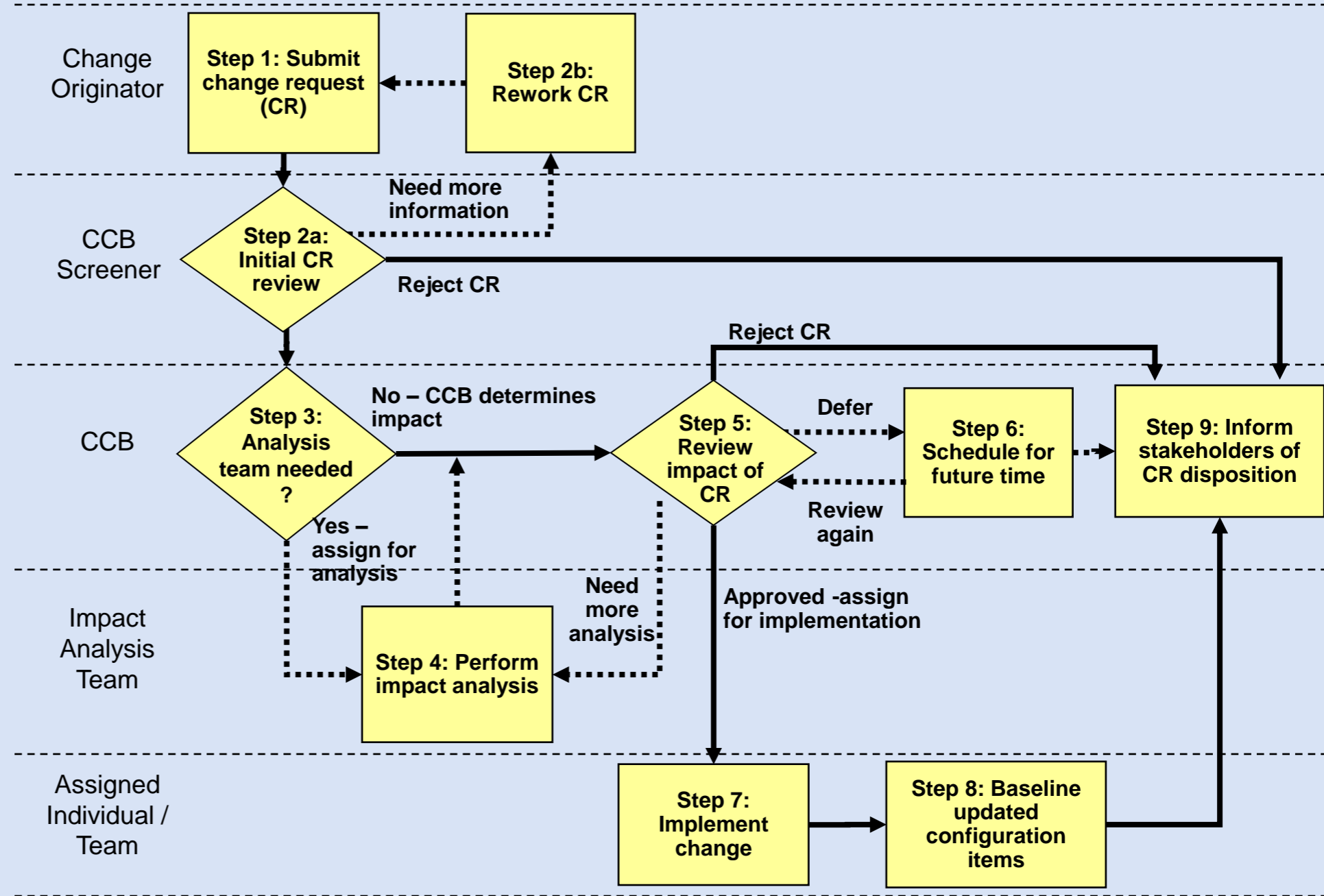
The change authority in agile may be the:

- Development team – during the iteration (sprint)

- Product owner – outside of the iteration (sprint)

- Backlog refinement meeting attendees

- CCB

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Consideration #3: Operating Procedures

Operating procedures considerations should include:

- Frequency of meetings

- Criteria & procedures for calling special meetings

- Process for how meetings are conducted

    - Representatives process

    - Impact analysis process

    - Subject matter expert process

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CCB Process – Example

Change Originator
- Step 1: Submit change request (CR)
- Step 2b: Rework CR

CCB Screener
- Step 2a: Initial CR review
- Need more information
- Reject CR

CCB
- Step 3: Analysis team needed?
- No – CCB determines impact
- Yes – assign for analysis
- Step 5: Review impact of CR
- Reject CR
- Defer
- Review again
- Step 6: Schedule for future time
- Step 9: Inform stakeholders of CR disposition

Impact Analysis Team
- Step 4: Perform impact analysis
- Need more analysis

Assigned Individual / Team
- Approved -assign for implementation
- Step 7: Implement change
- Step 8: Baseline updated configuration items

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Consideration #4: Decision-Making Process

How the CCB makes its decisions.

- Vote: How do members not in attendance at a given meeting cast their votes?

  - Through a representative

  - By proxy

  - Via e-mail

- Consensus

- Leader has final decision-making authority with recommendations from other members

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Consideration #5: Communications Mechanisms

How the change authority:

- Receive requests for change (enhancements & issues)

- Gather input from affected stakeholders

- Communicate its decisions to those stakeholders, including higher-level or lower-level change authorities

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Questions?
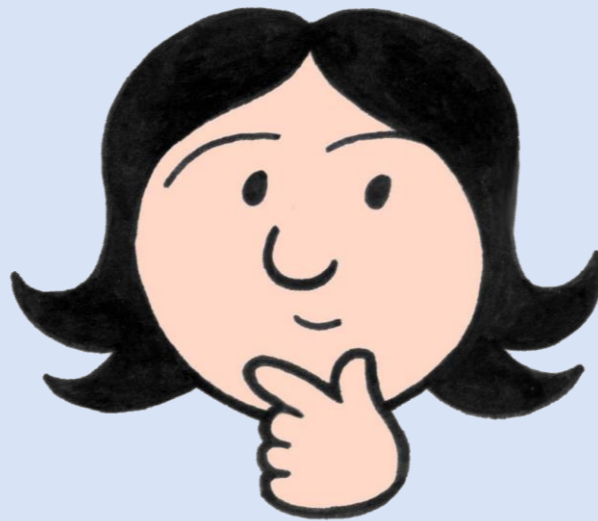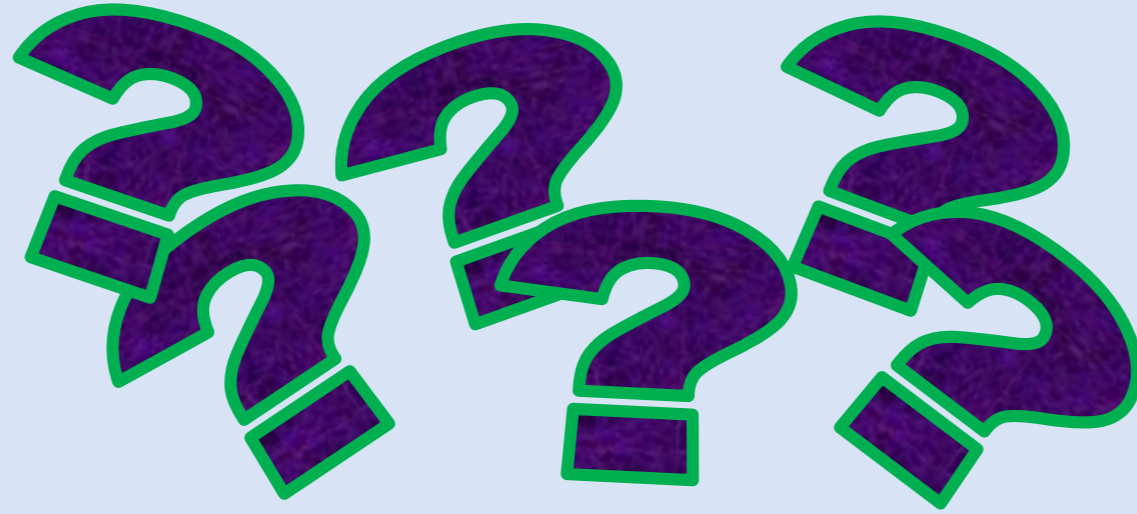
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