

Configuration Management Roles and Responsibilities

Objectives:	Procedures	Status	Notes
Chief information officer (CIO):	The CIO is responsible for setting forth policies concerning Configuration Management (CM) and implementing Configuration Management (CM) at the highest level for the organization.		
System owner:	The system owner serves as the authority for all matters of Configuration Management (CM) for the system. The system owner is responsible for developing functional requirements and verifying that the requirements are implemented appropriately.		
Information systems security officer (ISSO):	The ISSO is primarily responsible for addressing security concerns related to the Configuration Management (CM) program and for providing expertise and decision support to the Configuration Control Review Board (CCRB).		
Configuration Control Review Board (CCRB):	Configuration Management (CM) responsibilities of the CCRB include:		
	– Discussing and resolving change requests that require additional funding or resources to implement;		
	– Ensuring that change requests do not adversely affect any systems or services related to the system or associated systems, subsystems, and facilities; and		
	– Evaluating Configuration Management (CM) metric information on funding and other Configuration Management (CM)-related issues.		
Configuration Management (CM) manager	The Configuration Management (CM) manager is responsible for day-to-day activities, including:		
	- Documenting and implementing the Configuration Management (CM) plan;		
	– Establishing system baselines and evaluating controls;		
	– Ensuring that proposed changes do not adversely affect agency systems or data;		
	– Managing change requests and coordinating implementation of changes;		
	– Conducting impact analysis of changes;		
	– Approving, denying, or deferring changes;		
	– Notifying users of system changes;		
	– Ensuring existence of a process for storing, retrieving, and distributing Configuration Management (CM) materials; and		
	– Ensuring that an audit trail of changes is documented and maintained.		
System users:	System users are responsible for reporting any weaknesses or new requirements that are identified in current versions of the software.		
Developers:	The developers are responsible for coordinating and working with the Configuration Management (CM) manager to identify, resolve, and implement controls and other Configuration Management (CM) issues		