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# Information Technology Policy

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## *Software Configuration Management Tools*

<b><i>ITP Number</i></b> ITP-APP018	<b><i>Effective Date</i></b> September 18, 2008
<b><i>Category</i></b> Recommended Policy	<b><i>Supersedes</i></b>
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**This Information Technology Policy (ITP) establishes enterprise-wide standards and guidance for software configuration management tools.**

### 1. Purpose

The purpose of this Information Technology Policy (ITP) is to establish enterprise-wide standards and guidance for software configuration management tools.

### 2. Background

As application development projects increase in size, complexity, and visibility, the requirement to coordinate teams of programmers and to manage code configurations becomes more critical. A software configuration management tool will improve the management of development efforts and practices. Establishing baselines and maintaining revision control are the most commonly identified goals of a software configuration management tool. Other tool objectives include seamless access to exact files and versions using a familiar workspace environment, simplified concurrent access, time-saving graphical merge tools, and improved team communication and coordination. The ability to work disconnected from the network and then resynchronize changes when later reconnected is an advanced feature required for larger projects with distributed teams.

### 3. Scope

This Information Technology Policy (ITP) applies to all departments, boards, commissions and councils under the Governor's jurisdiction. Agencies not under the Governor's jurisdiction are strongly encouraged to follow this ITP.

#### **4. Objectives**

The objective of this policy is to provide a toolset to:

- Improve configuration control of the release of a product and its changes;
- Improve the identification of a specific configuration, by tracking what versions of which files were used in a release, and what combinations were used in a build;
- Provide a source repository;
- Provide a check-in, check-out mechanism for coordinating changes;
- Ensure adherence to the agency's development process;
- Improve team communication and interactions;
- Automate many aspects of code merging;
- Reduce manual administration; and
- Reduce rework caused by code corruption or accidental damage.

#### **5. Policy**

New application development projects that could benefit from a software configuration management tools are to use the current software configuration management tools as defined in section 6 of this ITP.

Major revisions to existing applications that are not using the current standards are to be reviewed as part of the ITP-PRO001 - *Procurement Review Process* to determine if the investment warrants a change in standards at that time.

For application development projects using modeling tools classified as "Retire," a date for migration off this technology has been established.

Agencies are to use the software configuration management tools as described by the software engineering processes prescribed in ITP-APP012 – *Systems Development Life Cycle Policy*.

All IT projects related to application development are to be subject to review prior to inception for compliance with this standard through the Procurement Review Process (See ITP-PRO001).

## 6. Standards

### CURRENT STANDARDS

(These technologies meet the requirements of the current architecture and are recommended for use.)

<b>Technology</b>	<b>Platforms</b>	<b>Technology Classification</b>
Microsoft Team Foundation Server <sup>1</sup>	Windows	Current
IBM Rational ClearCase	All	Current
IBM Rational ClearCase MultiSite	All	Current

### CONTAIN

(These technologies no longer meet the requirements of the current architecture and are not recommended for use. They are to be phased out over time. No date has been set for their discontinuance.)

<b>Technology</b>	<b>Platforms</b>	<b>Technology Classification</b>
Microsoft Visual SourceSafe 2005 Standard Edition	Windows	Contain

### RETIRE

(These technologies are being phased out. Plans are to be developed for their replacement, especially if there is risk involved, such as lack of vendor support. A date for retirement has been set.)

<b>Technology</b>	<b>Platforms</b>	<b>Technology Classification</b>
Microsoft Visual SourceSafe 6.0	Windows	Support ended 7/14/2009
IBM Rational ClearCase LT	All	Support ended 4/30/10

<sup>1</sup> Configuration management capabilities of these products may be leveraged when the product is currently deployed for the products' primary use and when the products' capabilities meet the organizational needs for configuration management. (See ITP-APP013 - *Integrated Development Environments*.)

**EMERGING / RESEARCH**

(Emerging technologies have the potential to become current standards. At the present time, they are to be used only in pilot or test environments where they can be evaluated. Use of these technologies is restricted to a limited production mode, and requires approval of a waiver request. Research technologies are less widely accepted and time will determine if they will become a standard.)

Technology	Platforms	Technology Classification
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**7. Related ITPs/Other References**

- ITP-PRO001 – *IT Procurement Review Process*
- ITP-APP012 – *Systems Development Life Cycle Policy*

**8. Authority**

- Executive Order 2011-05, Enterprise Information Technology Governance

**9. Publication Version Control**

It is the user’s responsibility to ensure they have the latest version of this publication. Questions regarding this publication are to be directed to [RA-itcentral@pa.gov](mailto:RA-itcentral@pa.gov).

This chart contains a history of this publication’s revisions:

Version	Date	Purpose of Revision
Original	9/18/2008	Base Document
	10/25/2010	ITB Refresh
	4/2/2014	ITP Reformat; Merged STD-APP018A into ITP