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| Configuration management for [Operating System Name] Installation |
| **Date** |

* **Overview**

**Introduction**

Purpose of the CM document

Overview of the software system or operating system

Target audience

**Configuration Items**

* List of the hardware and software components that make up the system
* Identification of the key components and their versions
* Configuration settings and parameters

**Configuration Baseline**

* The initial configuration of the system at the time of deployment
* The procedures used to establish the baseline
* The documents used to record the baseline

**Configuration Change**

* List of all changes made to the system
* Identification of the change initiator
* Description of the change
* Reason for the change
* Date of the change

**Configuration Status Accounting**

* Record of the current configuration of the system
* Record of all changes made to the system
* Record of all tests performed on the system

**Configuration Audits:**

* Procedures used to perform the configuration audits
* Results of the configuration audits

**Data Management**

* Procedures used to manage the data
* Data backup and recovery procedures

**Conclusion**

* Summary of the CM document
* Additional information
* **Approval and Authority to Proceed**

We approve the project as described above, and authorize the team to proceed.

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| **Approved By** |  | Date | **Approved By** |  | Date |