

Configuration and Change Management Policy Statement

DMRC's policy on change and configuration management is to ensure that resources and components maintain a consistent state; this consistent state is referred to as a baseline.

Configuration management policy statements and requirements are based on the following key aspects:

- Identification of configurable items - configuration items can include networks, servers, and other computer resources.
- Labelling of configurable items - unique labels or version numbers are given to configuration items in order to identify them.
- Protection of configurable items - the configuration items are properly stored and protected from unauthorized access and changes.
- Keeping of baseline and other information - A baseline is established for the configurable items - this will be a baseline that can be deployed at any time. Records are kept of releases, what was changed during the release, and who changed it. The record will also include the locations of the configurable items, proposed changes to them, and who is responsible for those changes.
- Configuration Verification and Audit - The configuration items are regularly checked, in other to ascertain that they are in a consistent state.
- Defining Responsibilities - The team assigns responsibility to members to the different aspects of the configuration management process. For example, who does auditing, reporting, or approves changes.

Change management policy statements and requirements are based on the following key aspects:

- Identification of needed change: The configurable Items are evaluated to determine the changes they need and where and how those changes can be implemented.
- Determining the impact of the change: It is determined how the proposed change will impact the current state of the system.
- Change request: After the impact of the proposed changes has been determined, a change request is made the appropriate stakeholders.
- Change strategy: Once changes are approved by stakeholders, a strategy is developed for how the changes should be implemented and the time frame. The strategy is aligned with the guidelines defined for configuration management.
- Execution of change: After an appropriate strategy has been successfully defined, the changes are implemented, and the state of the system after the changes if stable, becomes the new baseline.

The change and configuration management policy will be reviewed and update every 24 months.

Signed

(employer)

Dated: 1 January 2022

Review Date: 31 December 2023

A handwritten signature in blue ink, appearing to be 'Q. N.', is written over the text '(employer)'. The signature is fluid and cursive.

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