

Change Management Policies

DQ Status	Expired – 04/06/07	Policy	
DQ Content Authority	CTO		
Contact(s) for Help	DQ Team		
Description	The policy statements set the minimum requirements for Change and Configuration Management within the BBC.		
DQ Reference	Version	Date	Last Reviewed
change_01	02.00	04/03/2003	Mar 2003
Key Words	Configuration, change		
DQ Location	Internal: http://guidelines.gateway.bbc.co.uk/dq/change/policies.shtml External: http://www.bbc.co.uk/guidelines/dq/contents/change_management.shtml		

Ref	Policy Statement
01	BBC Divisional Directors will be responsible for compliance within their Division - see Scope.
02	All Change Management processes must contain the minimum, mandatory requirements as detailed in the Process Requirements section.
03	All Configuration Management processes & systems commissioned from February 2003 must contain the minimum, mandatory requirements as detailed in the Process Requirements section.
04	All existing Configuration Management processes are expected to meet the mandatory requirements by end of 2005. Where this is not feasible, alternative plans must be agreed with your relevant Head of Technology, in collaboration with Broadcast Continuity - see Exceptions and Mandatory Referrals.
05	As a minimum, all suppliers of Services to the BBC must comply with this Change and Configuration Management policy at the point of delivery. For any Service upon which the continuity of the BBC's business is reliant, or for activities that will have an impact on business continuity, the Change and Configuration Management policy will apply at all times, not just at the point of delivery. For further information please see the Scope

Appendix A - Document History

Date	Version	Changes / Comments	Author
04/03/03	02.00	Issue of new Configuration and Change Management Policy. These have been extracted from the Change and Configuration Management Document which was approved 04/03/2003 and included all the information for the section as a whole.	L.A. Carter