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| Functional Configuration Audit Checklist |
| **Configuration Item (CI) Nomenclature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_CI Identifier: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Release #\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | **Yes** | **No** | **NA** |
| 1. Facilities for conducting a Functional Configuration Audit (FCA) are available. |  |  |  |
| 2. Audit Team members have been identified, informed of audit and are aware of their responsibilities. |  |  |  |
| 3. System/Subsystem Specification (SSS), Concept of Operations (CONOPs), Software Requirement Specification (SRS), or General Requirements Specification (GRS), Requirements Document, Design Document (DD), Interface Requirements Agreement (IRA) completed, as applicable |  |  |  |
| 4. Waiver prepared  |  |  |  |
| 5. Verification Test Procedures submitted, reviewed and approved (*Test transactions*) |  |  |  |
| 6. Verification Testing completed and results available (*Unit or Integration Test*) |  |  |  |
| 7. Verification Test Data and Results reviewed and approved |  |  |  |
| 8. Results of past tests submitted (*if available or applicable*) |  |  |  |
| 9. Test Readiness Review (TRR) completed with minutes and past review open action items available |  |  |  |
| 10. Copy of baseline and database change requests with their associated status accounting records along with all System Problem Reports (SPRs) and *Deficiency Reports (DRs)* provided |  |  |  |
| 11. Other inputs as specified by the functional requirements and planning documents (i.e. ORD, RTM) |  |  |  |
| 12. All the [[FCA](https://www.dau.mil/cop/bes/DAU%20Sponsored%20Documents/Functional%20Configuration%20Audit%20Procedure.doc)] procedure tasks have been accomplished.  |  |  |  |
| **Signature of FCA Team Members: Date:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_**Check one:**[ ]  Results reviewed satisfy the requirements and are accepted (See attached comments).[ ]  Results reviewed do not satisfy requirements (See attached comments and list of deficiencies).Project Manager: Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Source:** Adapted from Military Handbook Configuration Management Guidance, MIL-HDBK-61A