

Template

StateRAMP Configuration management Plan

(CMP)

Service Provider Name

Information System Name

**VERSION:**

X.X

**DATE:**

YYYYMMDD

Executive Summary

This document supports configuration management requirements for the State Risk and Authorization Management Program (StateRAMP) and contains the Configuration Management Plan (CMP) for {Information System Name}. A CMP describes the measures for establishing the configuration baseline and managing configurations for all information system components. It also describes the change management process and the security considerations that are built into the process to ensure secure configurations are maintained. These configurations and change management efforts are integral to managing security risks for the information system.

System Security Plan

Prepared by

|  |  |  |
| --- | --- | --- |
| **Identification of Organization that Prepared this Document** | | |
|  | Organization Name | <Enter Company/Organization>. |
| Street Address | <Enter Street Address> |
| Suite/Room/Building | <Enter Suite/Room/Building> |
| City, State Zip | <Enter Zip Code> |

Prepared for

|  |  |  |
| --- | --- | --- |
| Identification of Cloud Service Provider | | |
|  | Organization Name | <Enter Company/Organization>. |
| Street Address | <Enter Street Address> |
| Suite/Room/Building | <Enter Suite/Room/Building> |
| City, State Zip | <Enter Zip Code> |

Template Revision History

| Date | Description |
| --- | --- |
| 4/6/2021 | Original publication |
| 10/28/2023 | Annual Updates |

Document Revision History

|  |  |  |  |
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| Date | Description | Version of CMP | Author |
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| <Date> | <Revision Description> | <Version> | <Author> |

How to contact us

For questions about StateRAMP, or for technical questions about this document, including how to use it, contact [pmo@StateRAMP.org](mailto:pmo@stateramp.org). For more information about the StateRAMP project, see [www.StateRAMP.org](https://www.stateramp.org/)

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Configuration Management Plan Approvals

Cloud Service Provider Signatures

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | | | | |
| Name | <Enter Name> | | Date | <Select Date> |
| Title | <Enter Title> | | | |
| Cloud Service Provider | | CSP Name | | |
|  | | | | |
|  | | | | |
|  | | | | |
| Name | <Enter Name> | | Date | <Select Date> |
| Title | <Enter Title> | | | |
| Cloud Service Provider | | CSP Name | | |
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|  | | | | |
| Name | <Enter Name> | | Date | <Select Date> |
| Title | <Enter Title> | | | |
| Cloud Service Provider | | CSP Name | | |
|  | |  | | |

# Introduction & Purpose

The functioning of {company name} relies heavily on its information systems. Therefore, it is crucial to have these systems configured securely and to control all changes made to them. The Configuration Management Plan (CMP) outlines the procedures used to establish secure configurations and manage, control, test, implement, and validate all changes to the system.

Information systems undergo constant changes, whether in response to new hardware and software capabilities, software flaws, security threats, or changing business functions. These changes often result in adjustments to the system configuration, and it is essential to manage them properly to maintain the security of the information system and the organization.

A well-defined configuration management process that integrates information security is necessary to achieve adequate security, minimize organizational risk, and support the desired business functionality and services. The CMP aims to manage and monitor the configurations of information systems at both the organizational and system levels to achieve these goals.

| Unique Identifier | Information System Name | Information System Abbreviation |
| --- | --- | --- |
| Enter StateRAMP Package ID | Enter Information System Name | Enter Information System Abbreviation |

Table 1‑1. Information System Name and Title

# Scope

This CMP has been developed for {System Name}, which is classified as a {**Low, Low+, Moderate**} system, in Section 15 of the StateRAMP SSP Data classification tool. The procedures in this CMP have been developed for a {**Low, Low+, Moderate**} system and are designed to ensure control over any changes made to the system.

This CMP does not include customer responsibilities, which are listed below:

* {List Customer Responsibilities}

# System Description

{Insert from SSP}

## System Development Life Cycle (SDLC)

{Document Steps of SDLC or Reference related document}

# Configuration Management Policy

{Company Name}’s configuration management policy can be found in {Insert Filename}.

# Roles and Responsibilities

{Company Name} establishes multiple roles and responsibilities to establish secure configurations and subsequently coordinate, manage, control, test, implement, and validate all changes to the information system.

| Role | Responsibilities |
| --- | --- |
| Change Management Users | * Creation of change request tickets * Peer review of change |
| Change Approver(s) | * Approve or deny a change to information system * This function is performed by a Change Approval Board (CAB) |
| Change Manager | * Provides oversight of CAB meetings to ensure accuracy and completeness in accordance with change control process |
| Configuration Management User | * Have access to the configuration items in change management system |

Table 2‑3. Roles and Responsibilities

# Configuration Control Board

Insert how the board functions, its members, frequency of meetings, process for Change approvals. Delete this and all other instructions from your final version of this document.

# Baseline Configuration Management

Insert how you are managing baseline configuration for systems in your environment (System type, process for changes to baseline, images, software, etc. Delete this and all other instructions from your final version of this document.

# Requesting a Change

## Change Types and Schedules

Information systems are made up of different deployment models. The deployment models of the **Enter Information System Abbreviation** that are defined in this SSP and are not leveraged by any other StateRAMP Authorizations, are indicated in Table 8‑2 Cloud Deployment Model

Check deployment model that applies. Delete this and all other instructions from your final version of this document.

|  |  |  |
| --- | --- | --- |
| Change Type | Timeline | Required Approvals |
| Normal | 1-2 weeks | CAB (2/3s voting approval) |
| Expedited | Less 1 week | Any one member of the CAB |
| Emergency | Immediate/same day | Approval or review after implementation by the CAB |
| Routine | Ongoing and new entries added to change schedule | CAB |

Table 8‑2. Cloud Deployment Model Represented in this SSP

## Change Planning

Planning considers if the requested change is appropriate for the environment, is it necessary, who it will impact, when will it be completed, what is the desired outcome, what constitutes a successful change, who needs to approve the change, and will other plans such as Disaster Recovery or Incident Response Management require updating based on this change.

This is the exampls of phases for a change request. Delete this and all other instructions from your final version of this document.

1. Summary
2. Planning
3. Impact
4. Schedule
5. Assessment
6. Authorize
7. Schedule
8. Implement
9. Review
10. Close/cancel

## Change Testing and Security Impact Analysis

Document steps required for testing proposed changes, document process for conducting security impact analysis. Delete this and all other instructions from your final version of this document.

## Change Implementation

Document how changes are implemented, how review of completed changes is conducted (Peer review, Infrastructure as code review, etc.) Delete this and all other instructions from your final version of this document.

## Change Control and Documentation

Document required change control documentation (Phases of change, approvals, testing and implementation plan) Delete this and all other instructions from your final version of this document.

## Change Monitoring

Document how changes to systems are monitored (File integrity monitoring, Inventory Scanning, Code review). Delete this and all other instructions from your final version of this document.

## Communication and Reporting of Changes

Document how changes are communicated and to whom they are communicated to (System admins alerted of change via email, product features or functionality changes in web application provided to client via email/product update page, etc.). Delete this and all other instructions from your final version of this document.

## Maintenance Window

Document (if applicable) maintenance window for systems, include days and times normal system maintenance is conducted for production environments. Delete this and all other instructions from your final version of this document.

# Appendix A: Change Request Form

Insert relevant fields or examples of required change request form content. Delete this and all other instructions from your final version of this document.

# Appendix B: Security Impact Analysis

Insert relevant fields or examples of required change request form content. Delete this and all other instructions from your final version of this document.