Baseline Configuration for MOSAIC Project
Draft Template

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1. **Scope**

1.1. <This section shall provide a general presentation of the baseline configuration process relevant to the project systems.>

2. **Terms and Definitions**

2.1. This section shall provide definitions of any terms that may be needed in order for the reader to understand the terminology used in the document. The author should define any acronym or technical term used in the document that may be unfamiliar to the reader, and it is best to err on the side of too many rather than too few definitions. This also allows the author to frame a word within a specific context, which provides the reader with a common understanding of the author’s definition.

3. **Overview of Baseline Configuration for Project**

3.1. <This section shall provide a brief synopsis of the methodologies required for baseline configuration as it applies to all project systems. Included component categories shall be as follows and should be specific to the project system components selected.>

   - Computer Mainframe
   - Computer Server
   - Computer Workstation
   - Database Storage
   - Network Infrastructure

4. **Baseline Configuration Discussion**

4.1. <Activities and Considerations for Baselining the Configuration>

   - Identify what information shall be captured
   - Identify which users need access to system component information
   - Identify the format that the information shall be presented
   - Identify the time intervals for the component information to be updated
   - Identify how the information shall be used

4.2. <Activities and Considerations for a configuration management system (CMS)>

   - Tools
   - Methodologies
   - Databases
   - Interdependencies
   - Service Level Agreements
5. Tables

5.1. This section would contain any tables of information that would be useful to the reader from an explanatory or historical perspective.

5.2. Any table should have a heading with 'Table #\(^n\) (where \(n\) is the table number), followed by the title for the heading that describes concisely what is contained in the table.

5.3. Each table should be placed on a separate page.

5.4. In the text there should be a reference to each Table in this section.

5.5. The table(s) must be correctly formatted and accurately and concisely convey the necessary information.

6. Figures

6.1. This section would contain any figures or drawings that would be useful to the reader from an explanatory or historical perspective.

6.2. Any figure should have a heading with Figure #\(^n\) (where \(n\) is the figure number), followed by the title for the heading that describes concisely what is contained in the figure.

6.3. Figures must be drawn on separate page.

6.4. There should be a reference to each figure in this section, in the text of the document.

6.5. The figure(s) must clearly describe(s) a relevant aspect of the document.

7. Appendices

7.1. Appendices should be used only when absolutely necessary. Generally, appendices are used for presentation of extensively detailed descriptions of a process that may be unnecessary in the body of the document.

7.2. If appendices are included, they should describe the relevant material discussed in previous section(s) of the documentation referencing the appropriate appendix (i.e., 'see Appendix A').

7.3. Appendices should begin on a separate page, immediately following the Figures and Tables sections, and before the References section.

8. Reference Section

8.1. All references that are pertinent to the document must be listed in this section. The section should begin on a new page, and contain the heading 'References' in
a bold font. The following subparagraphs provide some guidelines for the format of this section. It is unethical to utilize the ideas and/or content from other sources without giving proper credit.

8.1.1. References

8.1.1.1. All citations appropriate for the subject document must be formatted correctly. There are two parts to a reference citation. The first is the item is cited in the text when it is discussed. The second is the way the complete reference in the reference section is listed. Both are described below.

8.1.2. Reference Citations (in the text of the document)

8.1.2.1. Cited references that appear in the text of a document are a way of giving credit to the source of the information or quote that is used in the document. They generally consist of the following bits of information:

8.1.2.1.1. The author's last name, unless first initials are needed to distinguish between two authors with the same last name.

8.1.2.1.2. If there are six or more authors, the first author is listed followed by the term, et al., and then the year of the publication is given in parenthesis.

8.1.2.1.3. Page numbers are given with a quotation or when only a specific part of a source was used.

8.1.3. Reference List

8.1.3.1. The References should list all the articles, books, and other sources used in the preparation of the document and cited with a parenthetical (textual) citation in the text. These items should be listed in alphabetical order according to the authors' last names; if a source does not have an author, alphabetize according to the first word of the title, disregarding the articles "a", "an", and "the" if they are the first word in the title.