

Base Process Library: Changes in Version 1.1.3 from Version 1.1.2

TickIT*plus*

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Thanks to Sue Turner (L-3 ASA) for her very valuable review and feedback

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BPL: Changes in Version 1.1.3 from Version 1.1.2

Introduction

This document provides a comprehensive list of the changes that have been made in Version 1.1.3 from Version 1.1.2. If you wish to see the changes that were made in Version 1.1.2 from Version 1.1.1 please see the changes document that accompanies Version 1.1.2.

Each change consists of the following information. Tables 1 and 2 do not contain the 'practice' and 'column' columns.

Column title	Meaning
#	Change number
Process	The Process ID
Practice	The Base Practice identifier e.g. BP.1
Column	Process Base Practice, Input Work Product or Output Work Product
Change	The nature of the change
Comments	Some explanation or comments around the change

Abbreviations

BP	Base Practice
BPL	Base Process Library
IMS	Integrated Management System
WP	Work Product
IWP	Input Work Product
OWP	Output Work Product

The following tables provide a breakdown of the changes and additions made to the Base Process Library Version 1.1.3.

Table 1: Changes to the Scope Profile to process mapping

#	Process	Change	Comment
1.	ORG.1	Configuration and Change Management added to Project and Programme Management.	This process is a key element to running programmes and projects successfully.
2.	PRJ.5	Problem and Incident Management removed from Corporate Strategy Planning and Management.	This process is too low level for this Scope Profile.
3.	PRJ.7	Management Reporting removed from Information Management and Security.	Management reporting necessary for this Scope Profile is already accommodated by other processes.
4.	TEC.4 TEC.5	Verification and Validation removed from Information Management and Security .	While verification and validation are important to this Scope Profile and are covered by other Base Practices (e.g. testing controls), these processes are too focused on systems and software development.
5.	TEC.5	Validation removed from Legal and Compliance.	The Validation process is too focused on systems and software development.
6.	TEC.5	Validation added to Project and Programme Management.	Validation is a key element of the Project and Programme Management Scope Profile.
7.	TEC.6	Transition and Release Management added to Project and Programme Management.	Transition and Release Management is key to Project and Programme Management and is the process that would actually call for validation.
8.	TEC.9	Disposal removed from Corporate Strategy Planning and Management.	Disposal is too low level for this Scope Profile.
9.	TEC.10	Stakeholder Requirements Definition added to Project and Programme Management.	This process is important to this Scope Profile and isn't sufficiently covered by other processes that are already allocated.
10.	ITS.1	Domain Engineering is now a Type-C process.	Domain Engineering isn't critical to any Scope Profile but can be a useful supporting process.
11.	ITS.2	Asset Management has been removed from Project and Programme Management.	This process is too low level for this Scope Profile.

Table 2: BPL applicability and user impact

#	Process	Change	Comment
12.	n/a	Added	This table provides an indication of the applicability of the BPL to user groups.

Table 3: Changes to the BPL

#	Process	Practice	Column	Change	Comment
13.	All			Brackets removed from all subclause letters.	These were unnecessary.
14.	All			The version identifier for all processes has been reset to v3r0.	Reset the version for all processes to match the first full release of the BPL. Individual process version control will be applied in the future.
15.	ORG.1	BP.1	IWP	Management Framework added.	The Management Framework provides the necessary structures, procedures, tools, templates etc. to create the required policies and procedures.
16.	ORG.1	BP.3	BP	'Identified exit requirements are satisfied, including return of assets and removal of access' added to paragraph on human resource reduction.	This has been added to support security management and is considered good practice.
17.	ORG.1	BP.4	BP	'(including those related to security)' added to third paragraph.	Added to specifically cover security related responsibilities.
18.	ORG.1	BP.5	BP	'Individual' added to start of first paragraph.	Clarification that individuals have induction programmes.
19.	ORG.1	BP.5	IWP	Induction Programme removed and Human Resource Requirements and Recruitment Programme added.	An Induction Programme was identified as an IPW, but in practice this will result from needing human resources and getting them from the recruitment programme.
20.	ORG.1	BP.5	OWP	Induction Programmes added.	See above.
21.	ORG.1	BP.8	IWP	Job Description and Organizational Chart added.	There was no IWP previously identified. These IWPs would typically drive SMEs.
22.	ORG.1	BP.8	OWP	Knowledge Networking Mechanism removed and Assessment Record and Development Records added.	The BP aims at establishing SMEs and this would typically involve assessing and developing potential or existing SMEs.
23.	ORG.2	BP.4	IWP	Measurement and Analysis Data added.	This work product is an output from the Measurement and Analysis process, ORG.6.BP.3, and provides useful input to understanding the Management Framework performance.
24.	ORG.3	BP.4	IWP	Management Framework added.	The Management Framework is key to managing the organization.
25.	ORG.3	OU.2		Outcome 2 added.	Added to support the design, development and delivery of trusted products.

#	Process	Practice	Column	Change	Comment
26.	ORG.4	BP.1	IWP	Management Framework added.	The Management Framework provides the necessary structures, procedures, tools, templates etc. to create the required policies and procedures.
27.	ORG.5	BP.1	BP	Policies changed to policy.	Change as it is typical to just have one improvement policy which was indicated through the exiting OWP, Improvement Policy.
28.	ORG.5	BP1	OWP	Improvement Procedure added.	The previous version of the process identified the Corrective Action Procedure and the Preventive Action Procedure, but not specifically an Improvement Procedure which is different.
29.	ORG.5	BP.2	BP	'Improvement' added to the start of the second sentence, first paragraph and 'opportunities' added following 'improvement' in the first sentence of the second paragraph.	Clarified to ensure consistency with the subject of the BP, 'improvement opportunities.
30.	ORG.5	BP.3	BP	'Improvement' changed to 'Improvements' and 'of the selected improvements' added to the end of the first paragraph.	Clarified that there may, and almost certainly will, be multiple improvements, but not all of them will be implemented.
31.	ORG.5	BP.4	BP	Changed 'Improvement plans are' to 'The Improvement plan is'.	Consistency with the BPs.
32.	ORG.6	BP.1	BP	'Policies' changed to 'Policy'.	Typically only one policy will exist as was stated in the BP title and OWP, but not in the body of the BP text.
33.	ORG.6	BP.1	BP	Removed third paragraph 'Policies and procedures are periodically reviewed and updated in line with the business plan'.	This would be done as part of the fourth paragraph, 'The policy and procedures are maintained under the management framework'.
34.	ORG.7	BP.2	IWP	Management Framework added.	The Management Framework provides the necessary structures, procedures, tools, templates etc. to create the required procedures.
35.	ORG.7	BP.2	OWP	Customer Feedback Procedure changed to Customer Feedback Procedures.	There are likely to be more than one procedure involved in handling customer feedback, e.g. complaint handling, customer survey, etc. Note, that although it says procedures it is still acceptable to just have one procedure.

Table 3: Changes to the BPL

#	Process	Practice	Column	Change	Comment
36.	ORG.8	BP.1	BP	Rewritten	Rewritten to be more explicit in the contents of the risk management procedures.
37.	ORG.8	BP.1	OWP	Risk Management Procedure change to Risk Management Procedures.	It is likely that there would be more than one procedure.
38.	ORG.8	BP.3	BP	A third paragraph added, 'Risk assessments are reconsidered on a periodic and event driven basis'.	Added to ensure that risks are reviewed.
39.	ORG.8	OU.2		Outcome 2 added.	Added to support the design, development and delivery of trusted products.
40.	ORG.9	BP.3	IWP	Change Request, Programme Plans and Programme Schedule added.	These would be typically inputs to the change as similarly done for change in other processes.
41.	ORG.9	BP.3	OWP	Change Request changed to Change Record, Programme Plans and Programme Schedules	The change request should be an IWP and the change record an OWP. Additionally, changes will usually affect the plans and schedules.
42.	ORG.10	BP.1	BP	'Procedures' changed to 'Procedure'.	There is likely to be only one procedure.
43.	ORG.10	BP.1	IWP	Business Needs changed to Business Plan.	The business needs should be in the business plan, see ORG.3.BP.2.
44.	ORG.10	BP.1	OWP	Lifecycle Management Procedure changed to lifecycle Management Procedures.	Consistency with the BP text.
45.	ORG.11	BP.4	IWP	Asset Log removed and Resource Plans added.	The asset log would typically be an OWP and the resource plans would typically identified which resources should be allocated.
46.	ORG.11	BP.5	IWP	Resource Provision Records removed and Resource Plans added.	Management of resources would typically involve using the resource plans, not specifically the records.
47.	ORG.11	BP.5	OWP	Resource Plans added.	In managing resource the resource plans would typically be updated.
48.	ORG.11	BP.6	IWP	Asset Log added.	No IWP previously identified. The asset log would provide a list of all recognised assets that need maintaining.
49.	ORG.11	BP.6	OWP	Maintenance Records added.	Indication of maintenance being carried out.
50.	ORG.11	BP.7	BP	'the Disposal process' changed to 'approved disposal arrangements'.	Less explicit, although implied, reference to the disposal process.

#	Process	Practice	Column	Change	Comment
51.	ORG.12	BP.1	IWP	Business Needs changed to Business Plan.	The business needs should be in the business plan, see ORG.3.BP.2.
52.	ORG.12	BP.2	BP	', both internally and externally' added to the second paragraph.	Added to take into account that both internal and external vulnerabilities could exist.
53.	ORG.12	BP.3	BP	Rewritten	Rewritten to more closely reflect typical security terms and concepts referred to in ISO 27001.
54.	ORG.12	BP.3	IWP	Asset Log added.	The list of assets drive risk management needs.
55.	ORG.12	BP.3	OWP	Security Controls change to Security Plan.	The necessary controls would typically be covered in the security plan.
56.	ORG.12	BP.4	BP	'Implement Controls' title changed to 'Implement and Manage Controls', and 'developed' removed from the 1 st sentence.	Controls need to be implemented and managed and 'developed' was an unnecessary word.
57.	ORG.12	BP.4	IWP	Security Controls removed and Management Framework and Security Plan added.	The controls that require be implementing and managing will be identified in the security plan, which will typically reference many items within the management framework, e.g. procedures and work instructions used as security controls.
58.	ORG.12	BP.4	OWP	Security Controls added.	Security controls are implemented in accordance with the security plan.
59.	ORG.12	OU.2		Outcome added.	Added to cover specific requirements of ISO 27001.
60.	PRJ.1	BP.3	BP	Fourth paragraph removed, 'Quality objectives are defined and documented'.	This need is already covered in BP.2.
61.	PRJ.1	BP.5	BP	'decided on' changed to 'are agreed' at the end of the last paragraph.	Better wording
62.	PRJ.1	BP.7	BP	Last paragraph removed, 'Changes are recorded and maintained'.	Already said at the start of the BP.
63.	PRJ.1	BP.7	IWP	Change Request, Management Plan and Project Schedule added.	Previously no IWP identified and these would be typical as seen in other processes where change is identified.
64.	PRJ.1	BP.7	OWP	Change Request changed to Change Record, Management Plan and Project Schedule added.	The change request should be an IWP and the change record an OWP. Additionally, changes will usually affect the plans and schedules.

Table 3: Changes to the BPL

#	Process	Practice	Column	Change	Comment
65.	PRJ.2	All		Removed reverences under ISO 2000-1 column.	While there is a logical mapping for decision management, this process wasn't selected under the Service Management Scope Profile and being a relatively light mapping it was felt that a need for a formal decision management process wasn't necessary.
66.	PRJ.2	BP.1	IWP	Management Framework added.	The Management Framework provides the necessary structures, procedures, tools, templates etc. to create the required policy.
67.	PRJ.3	BP.1	IWP	Business Needs changed to Business Plan.	The business needs should be in the business plan, see ORG.3.BP.2.
68.	PRJ.3	BP.1	OWP	Configuration and Change Management Policies changed to Configuration and Change Management Policy.	Consistent with BP text.
69.	PRJ.3	BP.2	IWP	Configuration and Change Management Policies changed to Configuration and Change Management Policy.	Consistent with BP text.
70.	PRJ.3	BP.3	IWP	Configuration and Change Management Policies changed to Configuration and Change Management Policy.	Consistent with BP text.
71.	PRJ.3	BP.6	IWP	Configuration Items added.	The configuration item that needs to be changed would be the input.
72.	PRJ.3	BP.6	OWP	Configuration Items added.	The configuration item once changed would be the output.
73.	PRJ.4	BP.3	IWP	Information Classification Rules and Information Controls added.	These would typically govern the handling of information and are OWP from other BPs.
74.	PRJ.4	BP.4	IWP	Information Procedures and Information Controls added.	These would typically govern the access to information and are OWP from other BPs.
75.	PRJ.6	BP.1	BP	Rewritten	Rewritten to be more consistent with other areas of the BPL.
76.	PRJ.6	BP.3	IWP	Finance forecast removed.	This would be an OWP.
77.	PRJ.6	BP.3	OWP	Finance Budget and Finance Forecast added.	The budget would typically be updated and the forecast prepared.
78.	TEC.1	BP.1	BP	'Policies' and 'Procedure' changed to 'Policy' and 'Procedures'.	Typically one policy and multiple procedures.

#	Process	Practice	Column	Change	Comment
79.	TEC.1	BP.1	OWP	Data Management Policies changed to Data Management Policy.	Consistency with BP text.
80.	TEC.1	BP.5	IWP	Master Data List added.	Typically the master data list would be the item that would be used to manage the change.
81.	TEC.1	BP.5	OWP	Change Report changed to Change Record and Master Data List added.	The result of the change should be recorded and the master data list updated to reflect the change to the data made.
82.	TEC.1	BP.7	BP	'Policies' and 'Procedure' changed to 'Policy' and 'Procedures', and a new paragraph was added	Typically one policy and multiple procedures. The policy and procedures need to be maintained under the management framework.
83.	TEC.1	OU.2		'...requirement re achieved, and to enable improvements" changed to '...requirements are achieved, and improvements are being made.'	Better wording
84.	TEC.1	BP.9	BP	'procedure' changed to 'procedures' in last paragraph.	Consistency with BP.7 and IWP.
85.	TEC.1	BP.10	BP	'procedure' changed to 'procedures' in last paragraph.	Consistency with BP.7.
86.	TEC.2	BP.2	BP	New paragraph added. 'Changes to the capacity plan are managed under the change control process.'	Clarification that capacity plans should be maintained under proper change control.
87.	TEC.2	BP.4	OWP	Capacity Plan added.	When monitoring the capacity plan it would be typical to update the capacity plan.
88.	TEC.3	BP.1	BP	Rewritten	Rewritten to use more consistent wording with other parts of the BPL. Also removed second sentence, 'The integration approach is established, approved and communicated' as this would be inferred in the first paragraph. Changed 'integration strategy' to 'integration plan' to be consistent with the title.
89.	TEC.3	BP.1	IWP	Removed Top Level Design and added Architectural Design.	The architectural design would be more appropriate to use for integration than the top level design.
90.	TEC.3	BP.2	OWP	[Integration Environment] added.	There was no previous OWP and the [Integration Environment] would typically be the result.
91.	TEC.3	BP.3	OWP	Product/Service changed to just Product.	Decision is that product includes service.

Table 3: Changes to the BPL

#	Process	Practice	Column	Change	Comment
92.	TEC.3	BP.4	IWP	Product/Service changed to just Product.	Decision is that product includes service.
93.	TEC.3	BP.4	OWP	Product/Service changed to just Product.	Decision is that product includes service.
94.	TEC.4	BP.1	BP	Procedure changed to Procedures.	Likely to be more than one procedure.
95.	TEC.4	BP.3	BP	'verification plans' changed to 'verification plan'.	Likely to be just one verification plan, as indicated by the IWP.
96.	TEC.5	BP.1	BP	Procedure changed to Procedures.	Likely to be more than one procedure.
97.	TEC.5	BP.3	BP	'validation plans' changed to 'validation plan'.	Likely to be just one validation plan.
98.	TEC.5	BP.3	IWP	Product/Service changed to just Product.	Decision is that product includes service.
99.	TEC.6	BP.1	BP	'Policies' changed to 'Policy'.	Likely to be just one policy.
100.	TEC.6	BP.2	IWP	Product/Service changed to just Product.	Decision is that product includes service.
101.	TEC.6	BP.4	BP	Rewording the first paragraph.	Clarification and better wording, specifically to ensure that the customer is involved in achieving acceptance.
102.	TEC.6	BP.4	IWP	Product/Service changed to just Product.	Decision is that product includes service.
103.	TEC.6	BP.5	IWP	Release Plan added.	Releasing the product should follow the release plan.
104.	TEC.6	OU.2		Outcome 2 added.	Added to support the design, development and delivery of trusted products.
105.	TEC.7	BP.2	BP	'Operational' changed to 'Operations'.	Better wording
106.	TEC.7	BP.4	BP	'Operational' changed to 'Operations'.	Better wording
107.	TEC.7	BP.6	BP	'Operational' changed to 'Operations'.	Better wording
108.	TEC.8	BP.1	BP	'Define the' changed to 'Establish' in title and 'policies' changed to 'policy' in fourth paragraph.	Consistency with other base practices and between the title and BP text.
109.	TEC.8	BP.2	IWP	Maintenance Procedures added.	Consistency with other base practices and procedure would typically drive the production of the plan.

#	Process	Practice	Column	Change	Comment
110.	TEC.8	BP.3	IWP	Product added.	Maintenance would be on the product (which would include the service).
111.	TEC.8	BP.3	OWP	Product added.	Maintenance would be on the product (which would include the service).
112.	TEC.8	BP.4	IWP	Product/Service changed to just Product.	Decision is that product includes service.
113.	TEC.9	BP.1	BP	'Policies' changed to 'Policy'.	Likely to be just one policy .
114.	TEC.9	BP.1	OWP	Disposal Policies changed to Disposal Policy.	Likely to be just one policy.
115.	TEC.9	BP.2	BP	Removed 'Business' from the title.	Unnecessary word
116.	TEC.9	BP.3	BP	Removed 'Business' from the title and first sentence. Also added 'obsolete or' to first sentence.	Clarify that obsolete, not just redundant, assets are also included.
117.	TEC.10	BP.1	BP	Added second paragraph, 'The identified stakeholders are detailed in a stakeholder management plan.'	Added text to the BP to reflect the existing OWP.
118.	TEC.10	BP.4	IWP	Stakeholder Requirements added.	Consistent with other change base practices to show that item that is likely to be changed.
119.	TEC.10	BP.4	OWP	Stakeholder Requirements added.	Consistent with other change base practices to show that item that is likely to be changed.
120.	TEC.11	BP.4	BP	'System' added to title.	Clarification on which requirements are being referred to.
121.	TEC.11	BP.4	IWP	System Requirements added.	Consistent with other change base practices to show that item that is likely to be changed.
122.	TEC.11	BP.4	OWP	System Requirements added.	Consistent with other change base practices to show that item that is likely to be changed.
123.	TEC.11	OU.2		Outcome 2 added.	Added to support the design, development and delivery of trusted products.
124.	TEC.12	BP.1	BP	'Policies' changed to 'Policy' and 'to ensure that services are planned, agreed, managed, delivered and reported' added to the end of the first paragraph.	Consistency with text and other similar BPs.

Table 3: Changes to the BPL

#	Process	Practice	Column	Change	Comment
125.	TEC.12	BP.1	OWP	Service Level Management Policies changed to Service Level Management Policy.	Likely to be just one policy.
126.	TEC.12	BP.2	BP	'policies' changed to 'policy'.	Likely to be just one policy.
127.	TEC.12	BP.2	IWP	Service Level Management Procedures added.	The procedure would typically drive the production of the plan.
128.	TEC.12	BP.2	OWP	Stakeholder Requirements removed.	Removed as not typically an OWP.
129.	TEC.12	BP.3	BP	'Services' changed to 'Service'.	Better wording
130.	TEC.12	BP.3	OWP	Resource Needs changed to Human Resource Requirements.	Resource needs specified as individual requirements for human resources, infrastructure and work environment.
131.	TEC.12	BP.4	IWP	Service Management Plan added.	Reporting should be in accordance with the service management plan.
132.	TEC.12	BP.5	IWP	Service Management Plan added.	Managing the service should be in accordance with the service management plan.
133.	TEC.13	BP.1	BP	'architecture' changed to 'architectural'.	Consistency with existing work products.
134.	TEC.13	BP.2	BP	'top level design' changed to 'architectural design'.	Consistency of terms to use architectural design rather than top level design.
135.	TEC.13	BP.2	OWP	Top Level Design changed to Architectural Design.	Consistency of terms to use architectural design rather than top level design.
136.	TEC.13	BP.3	BP	'top level design' changed to 'architectural design' and 'alternatives' changed to 'alternative designs'.	Consistency of terms to use architectural design rather than top level design and clarification of what 'alternatives' means.
137.	TEC.13	BP.3	IWP	Top Level Design changed to Architectural Design.	Consistency of terms to use architectural design rather than top level design.
138.	TEC.13	BP.3	OWP	Top Level Design changed to Architectural Design.	Consistency of terms to use architectural design rather than top level design.
139.	TEC.13	BP.4	BP	'Manage Architecture Changes' title changed to 'Manage Changes to the Architectural Design'. 'top-level design' changed to 'architectural design'.	Consistency with other similar BPs and use of architectural design rather than top level design.
140.	TEC.13	BP.4	IWP	Architectural Design added.	Consistent with other change base practices to show that item that is likely to be changed.

#	Process	Practice	Column	Change	Comment
141.	TEC.13	BP.4	OWP	Architectural Design added.	Consistent with other change base practices to show that item that is likely to be changed.
142.	TEC.14	BP.2	BP	'top level design' changed to 'architectural design'.	Consistency of terms to use architectural design rather than top level design.
143.	TEC.14	BP.2	IWP	Top Level Design changed to Architectural Design.	Consistency of terms to use architectural design rather than top level design.
144.	TEC.14	BP.3	IWP	Top Level Design changed to Architectural Design.	Consistency of terms to use architectural design rather than top level design.
145.	TEC.14	BP.5	BP	'Design and Implementation' changed to 'Detailed Design and Product Components'.	More specific references to the actual items involved in this process.
146.	TEC.14	BP.5	IWP	Detailed Design and Product Components added.	Consistent with other change base practices to show that item that is likely to be changed.
147.	TEC.14	BP.5	OWP	Detailed Design and Product Components added.	Consistent with other change base practices to show that item that is likely to be changed.
148.	TEC.15	PUR		'foreseen' changed to 'foreseeable'.	
149.	TEC.15	BP.2	IWP	Risk Management Procedure removed and Risks added.	Risks would be key component in identifying and analysing potential disruptions.
150.	TEC.15	BP.2	OWP	Risks added, Risk Mitigation Actions removed.	Risks would be key component in identifying and analysing potential disruptions.
151.	TEC.15	BP.3	BP	'...and plans' changed to '...the business plan' at the end of the first paragraph.	Clarify that the plan referred to would be the business plan.
152.	TEC.15	BP.3	OWP	Service Continuity Plans changed to Service Continuity Plan.	Likely just to be one plan.
153.	TEC.15	BP.4	BP	'disruption in the required timescales' changed to 'disruptions'.	Unnecessary additional wording.
154.	TEC.15	BP.4	IWP	Service Continuity Plans changed to Service Continuity Plan.	Likely just to be one plan.
155.	ITS.2	BP.1	IWP	Business Plan added.	The controls would typically come from the business plan at the higher level.
156.	ITS.2	BP.2	BP	'The nature of control including ownership and acceptable use is	Clarification on what control means.

Table 3: Changes to the BPL

#	Process	Practice	Column	Change	Comment
				documented.' added as second sentence.	
157.	ITS.1			Domain Engineering Process added.	
158.	AGR.1	BP.1		Business Plan added.	The controls would typically come from the business plan at the higher level.
159.	AGR.1	BP.2	BP	'contract' changed to 'contracts'.	Likely to be multiple contracts.
160.	ARG.1	BP.3	BP	'Information Management processes' changed to 'record management process.'	Records should be maintained under the record management process, not the information management processes which is more specialised.
161.	ARG.2	BP.2	BP	'The procedures are maintained under the management framework.' added as a third paragraph.	Consistency with similar BPs.
162.	MAT.1			Quantitative Performance Management process added.	
163.	MAT.2			Quantitative Process Improvement process added.	

