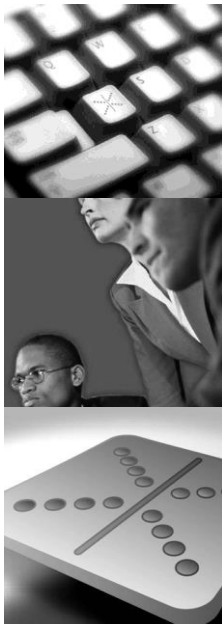




## Software Deployment Risk Matrix

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Customer

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## DOCUMENT CONTROL

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### DOCUMENT HISTORY

Date	Revision	Change
13 <sup>th</sup> June 2012	0.1	Initial release
27 <sup>th</sup> September 2012	1.0	Final review in-line with V4.3.0066
23 <sup>rd</sup> July 2014	1.1	Updated to include a Test Case Reference section

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## Document Overview

This document has been created as a guide to help clients understand the “risk” of the deployment of a new software release.

The document will detail the main areas where enhancements have been made to the applications and the level of risk associated to deploying the new release

## What is Risk?

Risk is defined as the possibility of suffering a loss. Risk in itself is not bad. Risk is essential to progress and failure is often a key part of learning. Managing risk is a key part of success.

When deploying a new software release, the risks can be broken down into different types

1. Risk to existing data integrity - will there be any impact on data currently held in the application?
2. Risk to new data integrity - will there be any impact on any new data uploaded into the application?
3. Risk to existing functionality - will there be an impact on how the existing functionality works?
4. Risk To User - will there be any changes to current working practices for the users

## Levels of Risk

The purpose of the following table is to explain:-

1. How Kallik categorise the level of risk
2. What supplementary action would be required
3. What level of risk is associated to the release. This is shown in detail

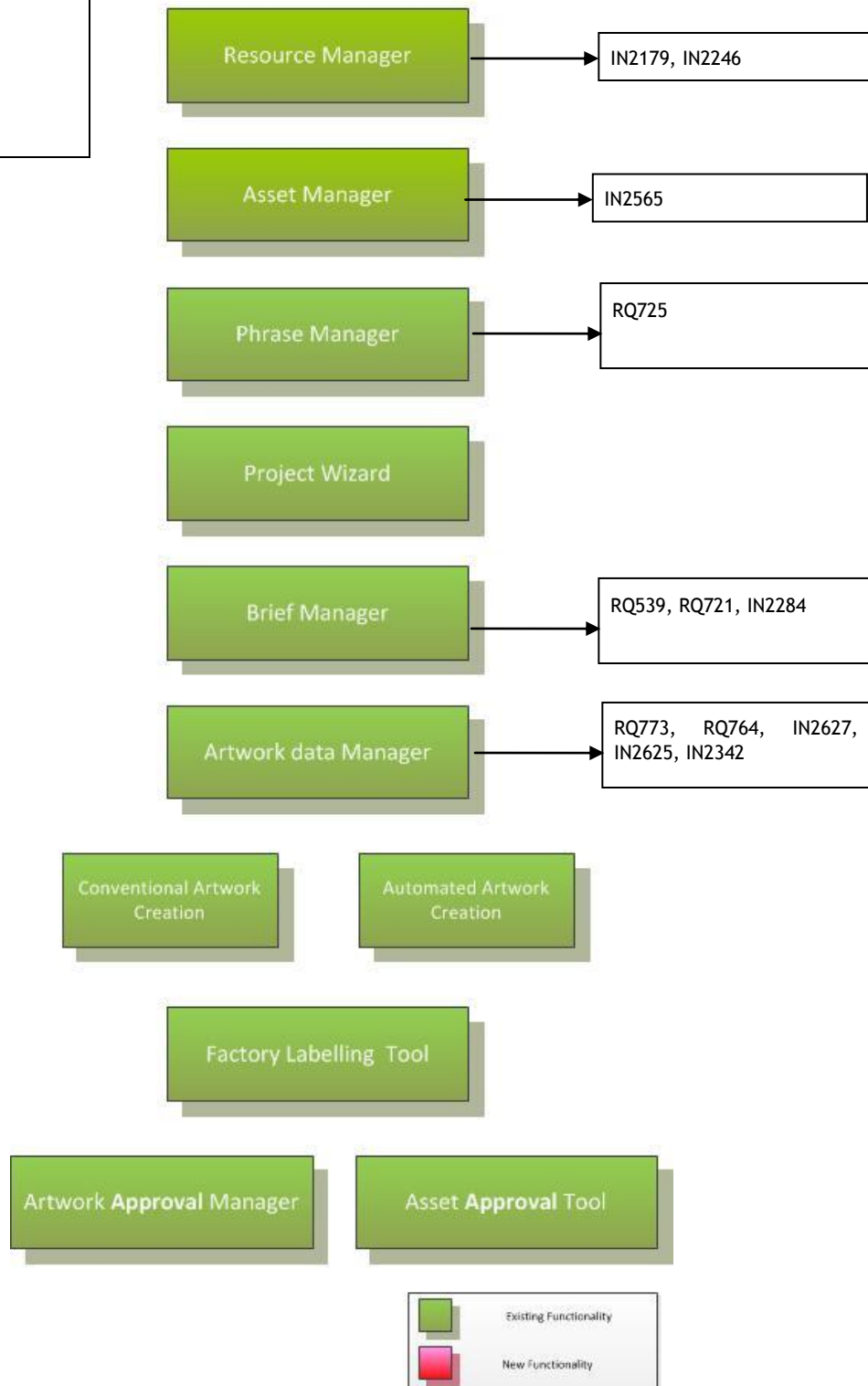
## Risk Categorisation

Indicator	Risk level	Description	Supplementary
○	None	No risk to release	No impact to user
●	Low	A low level of risk.	Risk addressed by <ul style="list-style-type: none"> <li>• Issue of updated user documentation.</li> <li>• No change to current working practices</li> </ul>
●	Medium	A medium level of risk	Risk addressed by <ul style="list-style-type: none"> <li>• Issue of updated user documentation.</li> <li>• Client Education needed on new feature.</li> <li>• No change to current working practice</li> </ul>
●	High	High level of risk to the release	Risk addressed by <ul style="list-style-type: none"> <li>• Creation of new User documentation.</li> <li>• User training required before application can be used in production.</li> <li>• Changes required to current working practice</li> </ul>

## Annex 1 – Key Changes for Release 4.3.0066

**General Requirements**  
 IN2489 - New Barcode HIBC128  
 IN2475 - Locking of Asset (CM)  
 RQ355 - Audit Log  
 RQ738 - System Enhancements

### AMS 360 Functionality



**Risk Assessment for Release 4.3.0066**

Kallik Reference #	Test Case Reference #	Description	Linked to Functionality	Risk to existing Data Integrity	Risk to new Data Integrity	Risk to existing functionality	Risk To User	Contingency
RQ539	TC1792, TC1793, TC1794, TC1795, TC1826, TC1840, TC1841, TC1842, TC1843.	A user interaction Audit has been created that allows a user to see a summary of all user interactions with the system in the Project Brief	GENERAL	○	○	○	●	None required - as this is an extra report NOTE user needs BI role to use this function
RQ355	TC691.	User Activity Report - The audit log of user access and activity has been enhanced.	GENERAL	○	○	○	●	None required - as this has no impact on current functionality
RQ725	TC1790, TC1796, TC1798, TC1799, TC2096.	A new management report has been added called "Translation Status" This report can be run from (i) within a live project, (ii) from a result in the Project Warehouse (asset Manager) and (iii) from a report hyperlink in the BI interface. The results displays the master phrases selected for the artwork component and all associated locale phrases including those that are missing	PM	●	●	●	●	None required - as this is an extra report NOTE user needs BI role to use this function
RQ721	TC1769, TC1770, TC1771, TC1772, TC1773, TC1774, TC1775, TC1776, TC1783, TC1784, TC1785, TC1786, TC1797, TC1800, TC1801, TC1802, TC1803, TC1804, TC1805, TC1825, TC1827, TC1828, TC1829, TC1830, TC1831, TC1832, TC1833, TC1834, TC1835, TC1836, TC1837, TC1838, TC1839,	Master Artwork functionality has been enhanced. Users can create artworks from Master Data, these Master artworks can then be used as a basis for creating regional variations	BM	○	○	●	●	This is a configurable item so can be reverted

	TC1845, TC1846, TC1849, TC1850, TC1875, TC1876, TC1889, TC1891, TC1892, TC1959, TC2182, TC2183, TC2330, TC2331, TC2332, TC2333, TC2334, TC2335.							
RQ738	No formal test cases run. Test details in RQ738.	Architecture change- this requirement delivers improved system stability and reduces the technology footprint of AMS.	GENERAL	○	○	○	○	None required - general system improvement
RQ773, RQ764	TC1815, TC1816, TC1817, TC1818, TC1819, TC1820, TC1821, TC1822, TC1844, TC2058, TC2059, TC2154, TC2155, TC2156, TC2157, TC2186, TC2195, TC2340.	File delivery integration now associated to a ' print file' delivery mechanism for clients who require integration between AMS and print solutions. The new function allows a remote network folder to be defined and approved files to be automatically deposited into this folder	ADM	●	●	●	●	This is a configurable item so can be reverted
IN2179	No formal test cases run. Test details in IN2179.	RM - The "User Description" in the User profile now requires Administrator rights to edit	RM	○	○	○	●	Enhanced functionality so none required
IN2246	No formal test cases run. Test details in IN2246.	RM - A change of password is now confirmed via an on screen system message	RM	○	○	○	○	Enhanced functionality so none required
IN2284	TC1624, TC1625, TC1644, TC1645, TC1646, TC1647, TC1650, TC1653, TC1657, TC1663, TC1664.	DR - The dynamic routing user interface has been changed to reduce confusion, the access groups and task group are no longer visible	BM	○	○	○	●	Simplification of User interface so no contingency required

IN2342	No formal test cases run. Test details in IN2342.	ADM - "Return to ADM" checked by default	ADM	○	○	○	○	Enhanced functionality so none required
IN2475	No formal test cases run. Test details in IN2475.	CM - When a new version of an artwork is already in progress, information of the project locking the artwork is now shown.	GENERAL	○	○	○	●	Enhanced functionality so none required
IN2489	TC339, TC894.	AMS - New barcode type supported - (HIBC128 - Code 128).	GENERAL	○	○	○	○	Enhanced functionality so none required
IN2565	No formal test cases run. Test details in IN2565.	DAM - The Related Components attribute is now supported for Multi pack/Gift Pack artworks.	DAM	●	●	●	●	None required
IN2625	TC1851, TC1852, TC1855, TC1856, TC1857, TC1858, TC1859, TC1860, TC1861, TC1862, TC1863, TC1864, TC1865, TC1866.	ADM/AL - The workflows related to "asset lifecycle" can now be selected from the ADM task and supports both conventional & automated processes.	ADM	●	●	●	●	This is a user selectable option
IN2627	No formal test cases run. Test details in IN2627.	ADM/AAM -In previous release when starting approvals (conventional or automated) the ADM submitted a pre-defined set of data fields (from the brief) into	ADM	○	○	○	●	Enhanced functionality so none required



		<p>attributes that were associated to the underlying asset. The pre-defined fields were configurable but they only mapped to a limited set of pre-determined attributes.</p> <p>In this release additional configuration options have been added so any field can be mapped to any attribute.</p>						
IN2137	No formal test cases run. Test details in IN2137.	ADM - the infrequent issue where certain data values caused the system to be unavailable has been resolved.	ADM	○	○	○	○	Bug Fix - No contingency required
IN2275	No formal test cases run. Test details in IN2275.	BI - the issue where the My Projects report can no longer see the status of a project brief has been resolved.	GENERAL	○	○	○	○	Bug Fix - No contingency required
IN2281	No formal test cases run. Test details in IN2281.	BI - Module timeout issue resolved.	GENERAL	○	○	○	○	Bug Fix - No contingency required
IN2299	No formal test cases run. Test details in IN2299.	ADM - the issue where when exiting from the Artwork Data Request task caused "Artwork Manager System unavailable" message has been resolved	ADM	○	○	○	○	Bug Fix - No contingency required
IN2309	No formal test cases run. Test details in IN2309.	AMS - Help button now directs users to the correct web page	GENERAL	○	○	○	○	Bug Fix - No contingency required
IN2318	No formal test cases run.	BM - screen layout	BM	○	○	○	○	Bug Fix - No contingency

	Test details in IN2318.	improved to fix the display issue where the Send Email text was partly obscured in Project Notes.						required
IN2371	No formal test cases run. Test details in IN2371.	ADM - the access error has been fixed which allowed users without the "canGenerateArtwork" role the ability to access the Bulk Generate link.	ADM	○	○	○	○	Bug Fix - No contingency required
IN2383	No formal test cases run. Test details in IN2383.	PM - The issue where the reason for changing a phrase was not being displayed has been resolved.	PM	○	○	○	○	Bug Fix - No contingency required
IN2396	No formal test cases run. Test details in IN2396.	BE - the search in the brief explorer where a Project Search on SKU and Component Code did not always return results has been resolved.	BM	○	○	○	○	Bug Fix - No contingency required
IN2399	TC1732.	WERCS integration - the issue where the Phrase import sequence from The Wercs created an extra "No specific Region" phrase has been resolved	GENERAL	○	○	○	○	Bug Fix - No contingency required

IN2412	No formal test cases run. Test details in IN2412.	BI - the report where Active Users and Regional Access returned results showing users with "No Specific Region" has been resolved	GENERAL	○	○	○	○	Bug Fix - No contingency required
IN2414	No formal test cases run. Test details in IN2414.	DAM - the display issue where in the Project Warehouse (asset manager) Multiple Select All checkboxes were displayed when multiple search fields selected has been resolved	AM	○	○	○	○	Bug Fix - No contingency required
IN2426	No formal test cases run. Test details in IN2426.	ADM-Regional data was not being updated in the ADM if the data was: - entered in the project brief at project level - the locales of the component differ from the project such that the "master" locale for the language is different at component level to project level.  This has been resolved	ADM	○	○	○	○	Bug Fix - No contingency required

IN2430	TC1762	BI - Full Approval Audit Report Library warning missing message has now been added.	GENERAL	○	○	○	○	Bug Fix - No contingency required
IN2434	No formal test cases run. Test details in IN2434.	PB - the issue where after copying a project the image sequence was incorrect has been resolved	BM	○	○	○	○	Bug Fix - No contingency required
IN2441	No formal test cases run. Test details in IN2441.	DAM - the AMS Asset ID, can now be included in a search	AM	○	○	○	○	Bug Fix - No contingency required
IN2442	No formal test cases run. Test details in IN2442.	RM - the upload banners that are used on the top frame of AMS pages has been improved	RM	○	○	○	○	Bug Fix - No contingency required
IN2448	No formal test cases run. Test details in IN2448.	BM - Resolved issue where the deletion of a failed Component resulted in a BM unavailable.	BM	○	○	○	○	Bug Fix - No contingency required
IN2452, IN2453	No formal test cases run. Test details in IN2452, IN2453.	BM - Fixed issue where the free format text fields were not imported correctly to AMS.	BM	○	○	○	○	Bug Fix - No contingency required
IN2471	No formal test cases run. Test details in IN2471.	ADM - Issue resolved where the generation of artwork	ADM	○	○	○	○	Bug Fix - No contingency required

		fails with deleted asset in BOM.						
IN2486	No formal test cases run. Test details in IN2486.	PM - Resolved issue where duplicate phrase versions of the same locale added when OK double-clicked.	PM	○	○	○	○	Bug Fix - No contingency required
IN2650	No formal test cases run. Test details in IN2650.	AMS - Agile Service Integrator issue resolved (not picking up Change Orders under certain conditions).	GENERAL	○	○	○	○	Bug Fix - No contingency required