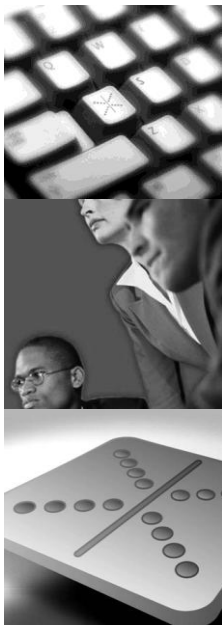




Software Deployment Risk Matrix



Customer

XXXXXXXXXXXXX

DOCUMENT CONTROL

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DOCUMENT HISTORY

Date	Revision	Change
16 th October 2012	0.1	Initial release
22 nd October 2012	1.0	Final review in-line with V4.4.0022

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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:-

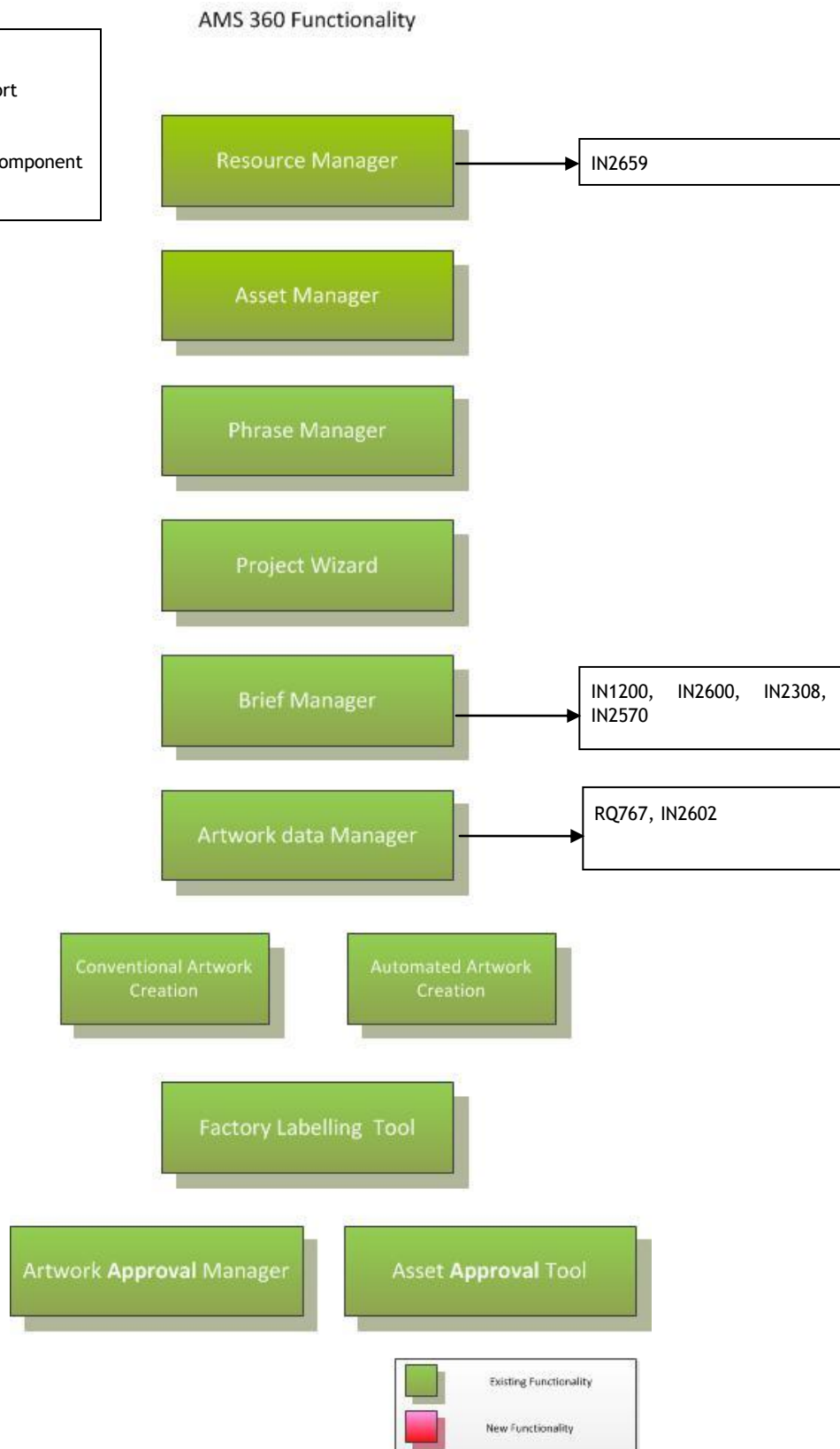
1. How Kallik categorise the level of risk
2. What supplementary action would be required
3. What level of risk is associated to the release. This is shown in detail

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

Annex 1 – Key Changes for Release 4.4

General Requirements
 RQ769 - Annotations Summary Report
 RQ734 - Display Inbox Task Priority
 IN2527, IN2563, IN2569, IN2573 - Component Manager (CM) Enhancements



Risk Assessment for Release 4.4

Kallik Reference #	Description	Linked to Functionality	Risk to existing Data Integrity	Risk to new Data Integrity	Risk to existing functionality	Risk To User	Contingency
RQ767	Enhancement to PB and ADM icons to show that a Project is "In Progress"	BM/ADM	○	○	○	○	None required
RQ734	Better display of priority of tasks in InBox	BM	○	○	○	○	None required -
RQ769	Creation of Annotations Summary Report	GENERAL	○	○	○	●	None required - report only displayed if you select the Icon
IN2659	RM - Application now extended to update the REGION table when a country or language is updated.	RM	○	○	○	○	None required
IN1200	BM - Phrase selector doesn't display phrase name if no text available - issue resolved	BM	○	○	○	●	None required
IN2527	CM - Unable to change multipack component selling countries. - Issue identified and resolved	GENERAL	○	○	○	○	None required
IN2563	CM - New components can be set up in a multipack project and published for reuse in other projects	GENERAL	○	●	●	●	None required
IN2569	CM - Results Folder Name becomes the project name by default	GENERAL	○	○	○	○	None required
IN2570	BM - The functionality to allow the ordering of components within a multipack within the project brief has been added	BM	○	○	●	●	None required
IN2573	CM - Multipack, all components within a	GENERAL	○	○	●	●	None required

	multipack now inherit the countries from the SKU						
IN2602	ADM - No visibility of component being worked on when in Review and Generate tabs - issue addressed	ADM	○	○	○	○	None required - caption on screen
IN2600	BM -Functionality has been added to allow a user to search on SKU when looking for a project to copy	BM	○	○	○	●	None required
IN2308	BM - Enhancements made to allow onscreen references such as SKU to be changed as required.	BM	○	○	○	●	None required
IN2629	Fixed issue so that it is now possible to do a Translation Population and / or Data Levelling with the Project Brief.	BM	○	○	○	●	Bug Fix - No contingency required