



Software Deployment Risk Matrix



Customer

XXXXXXXXXXXXXX

DOCUMENT CONTROL

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DOCUMENT HISTORY

Date	Revision	Change
11 th January 2013	0.1	Initial release
15 th January 2013	1.0	Final review in-line with V4.5.0058

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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

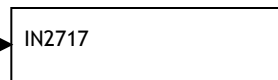
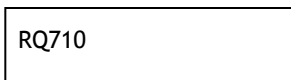
Annex 1 – Key Changes for Release 4.5

AMS 360 Functionality

General Requirements

IN2599, IN2778 - 3rd Party System Access

RQ691, IN2601, IN2750 - Web Service Integration Enhancements



Risk Assessment for Release 4.5

Kallik Reference #	Description	Linked to Functionality	Risk to existing Data Integrity	Risk to new Data Integrity	Risk to existing functionality	Risk To User	Contingency
RQ744	In the phrase manager users can now have a Read Only view of content in locales that they cannot edit.	PM	○	○	○	○	None required
RQ710	The first release (more to come in 5.x) that allows for configurable and flexible approval processes	AAM	○	○	○	○	None required - Only available via configuration
RQ691, IN2601 IN2750	Multiple additions and enhancements to available Web service Integration including Cancel Component for PLM Integration	GENERAL	○	○	○	○	None required - Not available to the User
IN2599	AMS now supports configurable Time Expired Session Keys for 3 rd party system access	GENERAL	○	○	○	○	None required - Not available to the User
IN2717	The initial task in the Asset Lifecycle has been enhanced and now includes the options to Forward, Approve and Reject	AAT	○	○	○	●	None required
IN2778	Additional controls have been added to ensure date formats from external systems comply to the Kallik standard	GENERAL	○	○	○	○	None required - Not available to the User
IN2720	In the Asset Lifecycle the issue where a user was unable to see supporting documents on Select Asset Uploader task from ADM has been fixed	AAT	○	○	○	○	Bug Fix - No contingency required
IN2769	In the Phrase Manager the case where a Phrase name changes were not saved during phrase administration has been fixed	PM	○	○	○	○	Bug Fix - No contingency required
IN2742	A bug where in some rare cases a users whose role is Asset Initiators would see that their artwork comments were not being saved has been fixed	AAM	○	○	○	○	Bug Fix - No contingency required

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IN2722	A bug that sometimes does not direct a user to the BI homepage has been fixed	BM	○	○	○	○	Bug Fix - No contingency required
IN2684	The big where Clicking "update View" button twice causes search screen to not update has been fixed	BM	○	○	○	○	Bug Fix - No contingency required
IN2598	There was a one use case that could cause a Thumbnail not to be created for an uploaded asset. This has been fixed	AM	○	○	○	○	Bug Fix - No contingency required
IN2442	The function for banners selection has been updated to allow for user uploaded images	RM	○	○	○	○	Bug Fix - No contingency required
IN2837	The Jobs / Components that are 'Approved' but then cancelled at the printer stage now shown in the Job Selector	GENERAL	○	○	○	○	Bug Fix - No contingency required