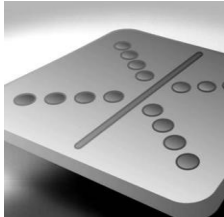




Software Deployment Risk Matrix



Customer

XXXXXXXXXXXXXX

DOCUMENT CONTROL

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DOCUMENT HISTORY

Date	Revision	Change
21 th May 2013	0.1	Initial release
23 rd May 2013	0.2	Final review in-line with V5.1.0035
6 th June 2013	1.0	Peer reviewed and updated
8 th April 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"> • 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

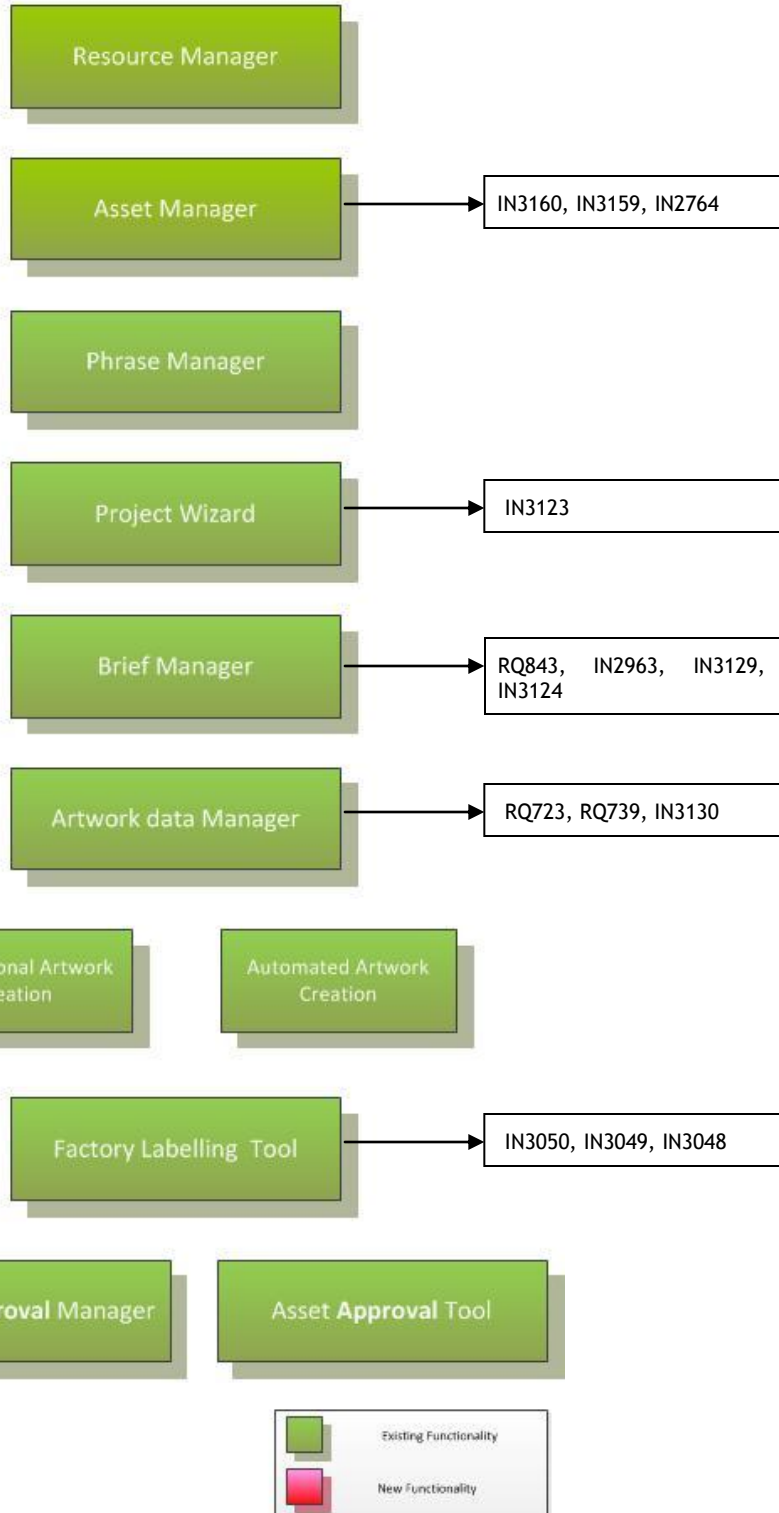
Annex 1 – Key Changes for Release 5.1.0035

AMS 360 Functionality

General Requirements

IN3334 - BI User Information Report updated

IN2671 - Updated Browser support



Risk Assessment for Release 5.1.0035

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
RQ748	TC1950, TC1951, TC1954, TC2002, TC2003, TC2017, TC2023, TC2024, TC2025, TC2033, TC2036, TC2041, TC2042, TC2043, TC2044, TC2067, TC2087, TC2088, TC2121,TC2135.	A new workflow has been created as an extension to the printer release workflow. The extension is to allow for the review and comment/approval of printer proofs	AAM	○	○	○	○	None required.
RQ843	TC2037, TC2039, TC2040, TC2053, TC2054, TC2055, TC2056, TC2057.	A new concept known as “Composite artwork” has been introduced, this provides for an artwork to be created that contains data from multiple SKUS and Components	BM, ADM	○	○	●	●	This is configurable on a per client basis so will not affect clients who do not need to functionality
RQ723	TC1979, TC1980, TC1981, TC1982, TC1983, TC1984, TC1985, TC1986, TC1987, TC1988, TC1989, TC1990, TC1991, TC1992, TC1993, TC1994, TC1995, TC2061, TC2071, TC2072, TC2073, TC2074, TC2075, TC2076, TC2077, TC2078.	The Artwork Data Manager task has now been split into two. Currently, if an ADM user creates an AAG artwork and it is not correct, the same ADM may not have the skills required to change the template or data set. This new functionality gives the ADM user the ability to delegate one or many components to a user with the new ADM Production role.	ADM	●	●	●	●	None required.
RQ708, IN2605	TC1997, TC2008, TC2009, TC2010, TC2011, TC2012, TC2013, TC2014, TC2015, TC2016, TC2020, TC2021, TC2022, TC2113, TC2114.	A major enhancement called “Batch Approval” has been introduced. This provides users with a new approval workbench which provides the ability to view compare and approves multiple artworks from one page. This enhancement has been designed to ensure compliance of rules relating to electronic signatures.	AAM	○	●	●	●	This is role based so can be easily reverted

RQ739	TC2018.	Ability now to inform the user on how the artwork was created when editing an existing artwork.	ADM	○	○	○	○	None required
IN2671	No formal test cases run. Test details in IN2671.	Continuing enhancements relating to browser compatibility.	GENERAL	○	○	○	○	None required
IN2963	TC483, TC2026.	Permissions can now be set against a component in the project brief	BM	○	●	●	●	None required.
IN3123	TC1999.	A Configurable option has been added into the Project Wizard. The system can now be configured so all users are set as deselected in the Project Wizard	PW	○	○	○	○	Configurable option so can be easily reverted
IN3129	TC1998.	The HTML brief now contains a list of the contributors who were selected for the project	BM	○	○	○	○	None required.
IN3160	TC2058, TC2059.	From the Asset manager, it is now possible for a user to create a hi resolution JPG from the Artwork PDF	AM	●	●	○	○	None required.
IN3159	No formal test cases run. Test details in IN3159.	Thumbnails of EPS file have now been enhanced to be representative of the file uploaded.	AM	○	○	○	○	None required.
IN3130	TC1297, TC2061.	If contributors have amended information that was previously contributed to a project, an e-mail notification is sent to the Artwork Data Manager.	AM	○	○	○	●	None required.
IN3124	No formal test cases run. Test details in IN3124.	The format of the HTML layout has been enhanced so the data is presented in the same order as the project brief data fields.	BM	●	○	○	○	None required.

IN2764	No formal test cases run. Test details in IN2764.	A new standard Icon has been added that will be associated by default when a template is uploaded	AM	○	○	○	○	None required.
IN3050	No formal test cases run. Test details in IN3050.	In the Factory Artwork the title “Component Ref” has been amended to say “Component Code” so that it’s consistent with other AMS modules.	FLT	○	○	○	○	None required.
IN3049	No formal test cases run. Test details in IN3049.	In the history section of the Factory Artwork module the search feature has been amended so it is now possible to search based on SKU and/or Component Code.	FLT	○	○	○	●	None required.
IN3048	No formal test cases run. Test details in IN3048.	In the Factory Artwork module the secondary barcode is now generated automatically from a combination of lot and expiry fields. The field is now set to a read only view	FLT	○	○	○	○	None required.
IN3334	No formal test cases run. Test details in IN3334.	BI - Updated the User Information Report to include associated Access Groups	GENERAL	○	○	○	○	None required.
IN3213	No formal test cases run. Test details in IN3213.	PM - Where Used, the Results Folder option is now always present on the asset tracker screen, even after closing and opening the Search Criteria toggle panel.	PM	○	○	○	○	Bug Fix - No contingency required