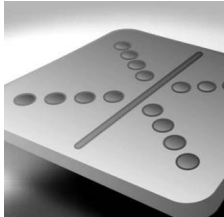




## Software Deployment Risk Matrix

---



Customer

XXXXXXXXXXXXXX

## DOCUMENT CONTROL

Copyright © Kallik, 2014

Reference Code : SDRM - 009  
Revision : 1.0  
Issue Date : 11<sup>th</sup> April 2014  
Author(s) : Sukhpal Biran  
Authorizer(s) : Dave Tarbuck  
Issuer : Sukhpal Biran

### DOCUMENT HISTORY

Date	Revision	Change
10 <sup>th</sup> April 2014	0.1	Initial release
11 <sup>h</sup> April 2014	1.1	Updated following review

## Table of Contents

DOCUMENT CONTROL.....	2
Table of Contents.....	3
Document Overview .....	4
What is Risk?.....	4
Levels of Risk.....	4
Annex 1 - Key Changes for Release 5.1.0072 - 5.1.0237.....	5
Risk Assessment for Release 5.1.0072 - 5.1.0237 .....	6

## 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

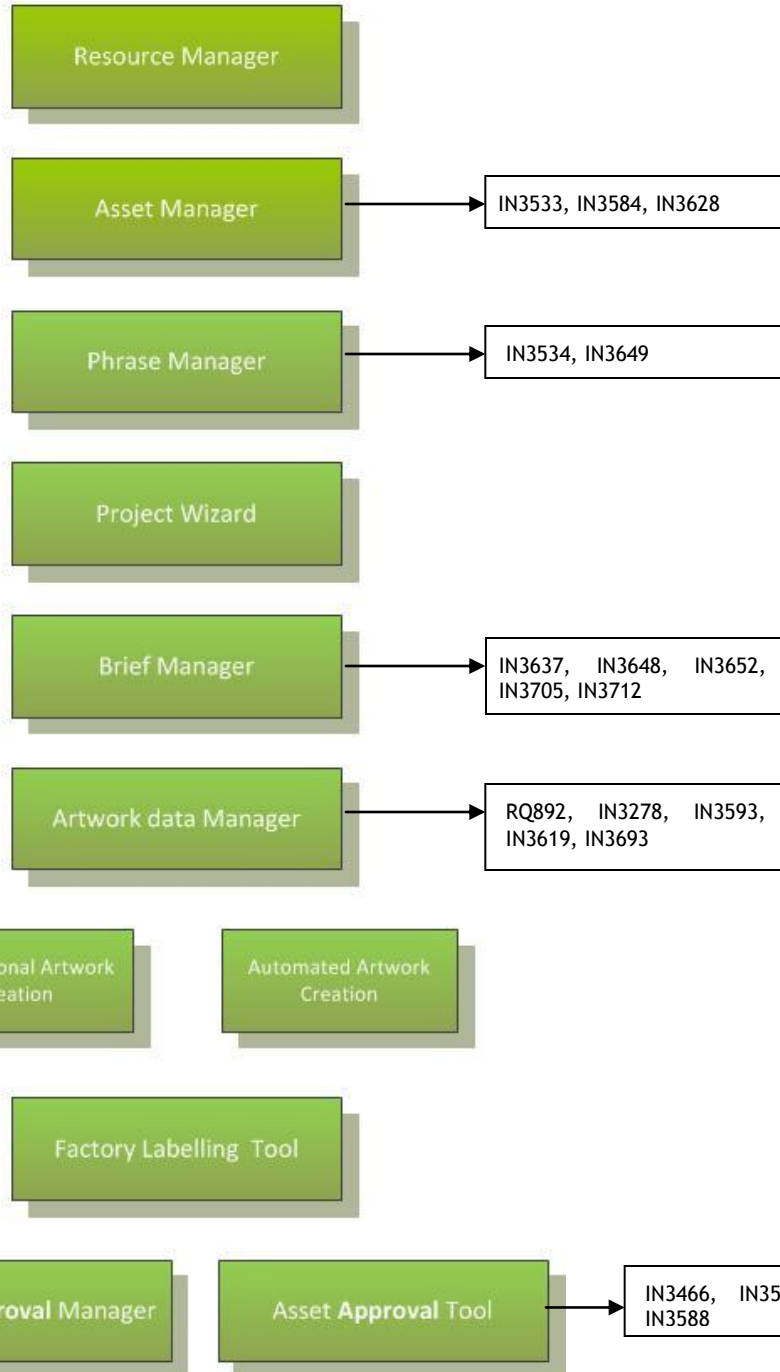
Indicator	Risk level	Description	Supplementary
○	None	No risk to release	No impact to user
●	Low	A low level of risk.	Risk addressed by <ul style="list-style-type: none"> <li>• Issue of updated user documentation.</li> <li>• No change to current working practices</li> </ul>
●	Medium	A medium level of 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 5.1.0072 – 5.1.0237

### AMS 360 Functionality

#### General Requirements

RQ1020- New BI Lightbox Summary Report  
 IN2596, IN3575, IN3580, IN3589 - BI Reporting improvements  
 IN3474 - New login / logout user interface  
 IN3572 - Distribution email update  
 IN3590 - Update to the Web Service  
 IN3735 - Update to the Homepage



**Risk Assessment for Release 5.1.0072 – 5.1.0237**

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
IN3466	No formal test cases run. Test details in IN3466.	AL - Search History and Manage Project Process screen update (Asset detail number / Asset No).	AAT	○	○	○	○	None required.
IN3458	No formal test cases run. Test details in IN3458.	AAM - Adjust task description in Printer's Inbox (Printer Task Name).	AAM	○	○	○	○	None required.
IN2596	No formal test cases run. Test details in IN2596.	BI - Translation Report now includes free format text from the regional or locale fields.	GENERAL	○	○	○	●	This is a role based function it can be removed from a user.
IN3474	No formal test cases run. Test details in IN3474.	AMS - now includes a new user interface for the login and logout page.	GENERAL	○	○	○	○	None required.
IN3528	No formal test cases run. Test details in IN3528.	Asset Lifecycle - Start Screen Requires an Number search to be in line with other screens.	AAT	○	○	○	○	None required.
IN3534	No formal test cases run. Test details in IN3534.	Phrase Manager now allows the ability to import Adhoc translations sheets (in horizontal format).	PM	○	○	○	●	None required.
IN3278	TC1418.	ADM - Bulk Component Completion (now possible to complete multiple components using checkboxes)	ADM	○	○	○	●	This is a role based function it can be removed from a user.
IN3572	No formal test cases run. Test details in IN3572.	A distribution email can include a variable which identifies the phase (e.g. Asset Approval / Print Proof Approval).	GENERAL	○	○	○	○	None required.

AMS Deployment Risk Matrix

RQ892	TC2099, TC2100, TC2101.	ADM - Batch Selection of Components (for approval)	ADM	○	○	●	●	This is a role based function it can be removed from a user.
IN3590	No formal test cases run. Test details in IN3590.	AMS - Web Service approval now includes additional logging entries	GENERAL	○	○	○	○	This is configurable on a per client basis so has no impact on clients who do not need the functionality.
IN3533	TC2107, TC3603.	DAM - Asset e.g. Artwork archiving / unarchiving	AM	●	●	●	●	This is a role based function it can be removed from a user.
IN3593	No formal test cases run. Test details in IN3593.	ADM - Import problem message improved when a sign off is done from BM to ADM the ADM attempts to re-synch the bill of materials (BOM).	ADM	○	○	○	○	None required.
RQ995	TC2110, TC2111, TC2112, TC2113, TC2114, TC2115.	At the first review stage, users will be able to select multiple tasks to “batch” forward to approvers	AAM	○	○	●	●	This is a role based function it can be removed from a user.
IN3518	No formal test cases run. Test details in IN3518.	AL/DAM - extra functionality to allow Asset Number and Asset Detail Number to be aliased	AAT	○	○	○	●	This is configurable on a per client basis so has no impact on clients who do not need the functionality.
IN3588	No formal test cases run. Test details in IN3588.	AL - Addition of Asset Detail Number into e-mail header and body	AAT	○	○	○	○	None required.
IN3580	No formal test cases run. Test details in IN3580.	BI - Improvement to initial page loading process	GENERAL	○	○	○	○	None required.
IN3575	No formal test cases run. Test details in IN3575.	BI - enhancements to approval audit report	GENERAL	○	○	○	●	This is a role based function it can be removed from a user.
IN3584	TC2116	DAM - Enhancement to allow multiple	AM	●	●	●	●	This is a role based function it can be

AMS Deployment Risk Matrix

		assets to be moved at one time						removed from a user.
IN3589	No formal test cases run. Test details in IN3589.	BI - enhancements to the way page count x&y is styled	GENERAL	○	○	○	○	None required.
IN3619	TC1693.	ADM - Bulk selection for approval GUI changes	ADM	○	○	○	●	This is a role based function it can be removed from a user.
IN3693	No formal test cases run. Test details in IN3693.	ADM - Batch Approval Functionality Improvements ('batch review user' can now see the overall status of a job collated from the users involved in the approval route).	ADM	○	○	●	●	This is a role based function it can be removed from a user.
IN3637	No formal test cases run. Test details in IN3637.	Improved Component search speed in the Manage Project Processes screen.	BM	○	○	○	○	None required.
IN3649	TC2122, TC2123.	Ability to link phrases to existing phrases in both the Asset Manager and Phrase Manager	PM	○	○	●	●	None required.
IN3712	No formal test cases run. Test details in IN3712.	ADM - Now includes the ability for local phrases to be enhanced using 'content extendors'	ADM	○	○	●	●	None required.
RQ1020	TC1605.	BI - Lightbox Summary (RA Report Document). Artwork Assets can be selected, added to a Lightbox and then displayed. This report is useful for Regulatory Departments	GENERAL	○	○	●	●	This is a role based function it can be removed from a user.
IN3628	TC2129.	Asset Manager - Functionality introduced to enable a pick list associated to the Brand. This will enable customers to setup Brand and Sub-brand hierarchies	AM	●	○	●	●	None required.



AMS Deployment Risk Matrix

IN3707	No formal test cases run. Test details in IN3707.	New workflow termed C5 has been developed which allows for a Project manager to complete the final approval	AAM	○	○	●	●	This is configurable on a per client basis so has no impact on clients who do not need the functionality.
IN3652	TC2130	Brief Manager /ADM - now support for brands linked to a pick list. This will enable customers to setup Brand and Sub-brand hierarchies	BM	○	○	●	●	None required.
IN3674, IN3675	No formal test cases run. Test details in IN3674, IN3675.	Improvements made to UI on Batch Approval screens	AAM	○	○	○	●	This is a role based function it can be removed from a user.
IN3648	No formal test cases run. Test details in IN3648.	Brief Explorer - Improvements made to Management Screens	BM	○	○	○	●	None required.
IN3663	No formal test cases run. Test details in IN3663.	C1,C4,C5 Workflows enhanced to include 'Reject to ADM' at QC stage	AAM	○	●	●	●	This is configurable on a per client basis so has no impact on clients who do not need the functionality.
IN3705	No formal test cases run. Test details in IN3705.	HTML Brief - now has an "open all fields" option so all fields can be opened at 1 time	BM	○	○	○	●	None required.
IN3735	No formal test cases run. Test details in IN3735.	Minor update to support customised banners on the homepage	GENERAL	○	○	○	○	This is configurable on a per client basis so has no impact on clients who do not need the functionality.
IN3507	No formal test cases run. Test details in IN3507.	AL - GUI issue resolved (lookup of invalid regions).	AAT	○	○	○	○	Bug Fix - No contingency required
IN3515	No formal test cases run.	AL - Issue resolved where approved	AAT	○	○	○	○	Bug Fix - No

AMS Deployment Risk Matrix

	Test details in IN3515.	assets were not showing in the Asset Manager.						contingency required
IN3465	No formal test cases run. Test details in IN3465.	DAM - Asset Manager meta data alignment issue resolved.	AM	○	○	○	○	Bug Fix - No contingency required
IN3448	No formal test cases run. Test details in IN3448.	BI - Resolved timeout issue on certain reports.	GENERAL	○	○	○	○	Bug Fix - No contingency required
IN3421	No formal test cases run. Test details in IN3421.	AMS - Issue resolved where >1000 ADM Tasks caused Tasks not to be displayed in the Inbox.	GENERAL	○	○	○	○	Bug Fix - No contingency required
IN3467	No formal test cases run. Test details in IN3467.	BM - Data rendering issue resolved which now allows Copy Sheets to be generated.	BM	○	○	○	○	Bug Fix - No contingency required
IN3470	No formal test cases run. Test details in IN3470.	DAM - Fixed issue where the Asset Manager was not returning 'Asset' type results.	AM	○	○	○	○	Bug Fix - No contingency required
IN3472	No formal test cases run. Test details in IN3472.	AAM - Paging issue in the Approval Manager screen resolved so that you can now scroll through all the pages.	AAM	○	○	○	○	Bug Fix - No contingency required
IN3431	No formal test cases run. Test details in IN3431.	AL - Resolved issue where unrecognised characters caused incomplete HTML page rendering.	AAT	○	○	○	○	Bug Fix - No contingency required
IN3529	No formal test cases run. Test details in IN3529.	Brief Manager - translate field group performance improved when handling large numbers of SKU's, components and translations.	BM	○	○	○	○	Bug Fix - No contingency required
IN3508	No formal test cases run. Test details in IN3508.	Resolved IE8 issue (Asset Inspector opened in a small window which could	AAT	○	○	○	○	Bug Fix - No contingency required

AMS Deployment Risk Matrix

		not be enlarged or scrolled).						
IN3342	No formal test cases run. Test details in IN3342.	Brief Manager - Final sign off with All 'Composite' Components having no 'Composite Source' loses task (resolved).	BM	○	○	○	○	Bug Fix - No contingency required
IN3537	No formal test cases run. Test details in IN3537.	Brief Manager - Resolved issue in the Phrase Selector (the write back to the Phrase Manager option is not always available - resolved).	BM	○	○	○	○	Bug Fix - No contingency required
IN3529	No formal test cases run. Test details in IN3529.	Brief Manager - Phrase Selector, Master data phrase name not displayed in locale and regional fields (resolved).	BM	○	○	○	○	Bug Fix - No contingency required
IN3508	No formal test cases run. Test details in IN3508.	Issue resolved where the repurpose API was not cleaning up the 'temp folder' in work area.	GENERAL	○	○	○	○	Bug Fix - No contingency required
IN3342	No formal test cases run. Test details in IN3342.	ADM - Displays automated artwork options even if its being produced conventionally for composite artworks (specifically template selection resolved).	ADM	○	○	○	○	Bug Fix - No contingency required
IN3557	No formal test cases run. Test details in IN3557.	Workflow Manager now allows Print Proof Producers and Print Proof Managers to be able to see previous revisions of print proofs.	AAM	○	○	○	○	Bug Fix - No contingency required
IN3541	No formal test cases run. Test details in IN3541.	Issue addressed and now fields populated via the ADM link to the project brief and then signed off, now appear in the BOM.	ADM	○	○	○	○	Bug Fix - No contingency required
IN3569	No formal test cases run.	Child dependent fields in the Project	BM	○	○	○	○	Bug Fix - No contingency required

AMS Deployment Risk Matrix

	Test details in IN3569.	Brief now show previously selected options when re-entering the brief.						
IN3574	No formal test cases run. Test details in IN3574.	Resolved issue where the asset name in the Asset Manager meta data could not be edited.	AM	○	○	○	○	Bug Fix - No contingency required
IN3568	No formal test cases run. Test details in IN3568.	Improve AMS connection failures by a low level change to the AMS data source.	GENERAL	○	○	○	○	Bug Fix - No contingency required
IN3577	TC2037, TC2039.	Resolved issue where the Composite Artwork ADM import was failing.	ADM	○	○	○	○	Bug Fix - No contingency required
IN3573	No formal test cases run. Test details in IN3573.	AAM - Correct display of the asset detail number when completing a revision of a artwork	AAM	○	○	○	○	Bug Fix - No contingency required
IN3555	No formal test cases run. Test details in IN3555.	Workflow Manager now ensures that the Asset Inspection (AI) function is rendered based on role	AAT	○	○	○	○	Bug Fix - No contingency required
IN3591	No formal test cases run. Test details in IN3591.	Brief Manager now allows free text fields to be cleared in the SKU and Component tables	BM	○	○	○	○	Bug Fix - No contingency required
IN1566	No formal test cases run. Test details in IN1566.	Brief Manager now allows alpha numeric codes or image to be cleared at all levels	BM	○	○	○	○	Bug Fix - No contingency required
IN3592	No formal test cases run. Test details in IN3592.	Brief Manager now allows user to clear free text fields in the Project Summary	BM	○	○	○	○	Bug Fix - No contingency required
IN3524, IN3585	No formal test cases run. Test details in IN3524, IN3585.	DAM/ PB - Asset Add Button Cut off (IE8 GUI issue resolved)	AM	○	○	○	○	Bug Fix - No contingency required

AMS Deployment Risk Matrix

IN3510	No formal test cases run. Test details in IN3510.	DAM - IE8 displays attributes with extra spacing which hides information if longer than the field width	AM	○	○	○	○	Bug Fix - No contingency required
IN3597	No formal test cases run. Test details in IN3597.	WM - Error when removing a linked file resolved	AAM	○	○	○	○	Bug Fix - No contingency required
IN3441	No formal test cases run. Test details in IN3441.	AMS - Agile Import & Copy Project not aligning component versions issue resolved	BM	○	○	○	○	Bug Fix - No contingency required
IN3595	No formal test cases run. Test details in IN3595.	ADM - Missing Component Details in HTML Brief resolved	ADM	○	○	○	○	Bug Fix - No contingency required
IN3660	No formal test cases run. Test details in IN3660.	Resolved build library issue which caused IE8 upload issues.	GENERAL	○	○	○	○	Bug Fix - No contingency required
IN3715	No formal test cases run. Test details in IN3715.	Asset Manager - IE8 History tab not showing buttons "Show Where Used" and "View" buttons now addressed	AM	○	○	○	○	Bug Fix - No contingency required
IN3719	No formal test cases run. Test details in IN3719.	Batch Approval - Batch Review tasks synchronising between user sessions now addressed	AAM	○	○	○	○	Bug Fix - No contingency required
IN3727	No formal test cases run. Test details in IN3727.	Asset Manager - Issue where the manual Thumbnail Uploads were not working now addressed	AM	○	○	○	○	Bug Fix - No contingency required
IN3718	TC2115.	Brief Explorer - Completed Composite Source Components Showing In Process (resolved)	BM	○	○	○	○	Bug Fix - No contingency required

IN3728	No formal test cases run. Test details in IN3728.	Incorrect subject field when a task is forwarded for Batch approval (resolved)	AAM	○	○	○	○	Bug Fix - No contingency required
IN3789	No formal test cases run. Test details in IN3789.	AMS - BOM Schema Validation Change to allow the correlation ID to be support.	GENERAL	○	○	○	○	Bug Fix - No contingency required
IN3616	No formal test cases run. Test details in IN3616.	Asset Manager - Issue resolved where the previous Button in Add An Asset [File] Screen disappears when returning from Meta Data screen	AM	○	○	○	○	Bug Fix - No contingency required
IN3669	No formal test cases run. Test details in IN3669.	Batch Approval - In IE8 when setting an "Approval Route" the page crashes and causes WM batch to fail (resolved)	AAM	○	○	○	○	Bug Fix - No contingency required
IN3670	No formal test cases run. Test details in IN3670.	Batch Approval - In IE9 when clicking on the "Set Approval Route" icon, the dialog is displayed fixed to top left of screen i.e. unlike in FF12 it cannot be moved (resolved).	AAM	○	○	○	○	Bug Fix - No contingency required
IN3662	No formal test cases run. Test details in IN3662.	ADM - IE8 / IE9 Issue with the Checkbox to enable multiple selections resolved	ADM	○	○	○	○	Bug Fix - No contingency required
IN3665	No formal test cases run. Test details in IN3665.	AMS - Unsecure Site error message resolved	GENERAL	○	○	○	○	Bug Fix - No contingency required

IN3676	TC2115.	Batch Approval - Resolution of issue Batch comment only added to the currently selected task of a marked set of tasks in Batched Tasks screen.	AAM	○	○	○	○	Bug Fix - No contingency required
IN3685	No formal test cases run. Test details in IN3685.	Asset Manager - Screen 2 for Add An Asset does not contain links e.g. Admin, Search, Explore in header (resolved).	AM	○	○	○	○	Bug Fix - No contingency required
IN3658	No formal test cases run. Test details in IN3658.	ADM - Issue detected whereby Cancelling a Project With Component Status 'Rejected' leaves DAM locked Asset - resolved	ADM	○	○	○	○	Bug Fix - No contingency required
IN3701	No formal test cases run. Test details in IN3701.	Asset Lifecycle - Issue detected where Error screen was being displayed after sign-off from Final Approver - resolved	AAT	○	○	○	○	Bug Fix - No contingency required
IN3710	No formal test cases run. Test details in IN3710.	Asset Manager - Issue detected where the Upload Wizard was crashing when returning from Repository Manager after an asset upload - resolved	AM	○	○	○	○	Bug Fix - No contingency required
IN3711	No formal test cases run. Test details in IN3711.	Asset Manager - Issue detected where a user was Unable to add/edit Keywords field in Upload Wizard - resolved	AM	○	○	○	○	Bug Fix - No contingency required

IN3696	No formal test cases run. Test details in IN3696.	Asset Manager - Bulk "Move" clarifications made to dialog box so it now says close instead of cancel	AM	○	○	○	○	Bug Fix - No contingency required
IN3699	No formal test cases run. Test details in IN3699.	Asset Lifecycle - Issue detected where Asset Initiator completion screen was corrupted after approval/rejection -resolved	AAT	○	○	○	○	Bug Fix - No contingency required
IN3713	No formal test cases run. Test details in IN3713.	Approval Manager - Issue where the User could not see the artworks in AAM History screen is resolved.	AAM	○	○	○	○	Bug Fix - No contingency required
IN3690	No formal test cases run. Test details in IN3690.	ADM - it was noted that user information was not sufficient when selecting from different companies for the C4 workflow - this has been rectified	ADM	○	○	○	○	Bug Fix - No contingency required
IN3702	No formal test cases run. Test details in IN3702.	Asset Lifecycle - Issue where ADM Conventional upload of artwork was causing an exception has been resolved	AAT	○	○	○	○	Bug Fix - No contingency required
IN3610	No formal test cases run. Test details in IN3610.	Brief Manager - project name and description validation added	BM	○	○	○	○	Bug Fix - No contingency required
IN3680	No formal test cases run. Test details in IN3680.	C1,C4,C5 Workflows - Recommendation to change QC mouseover when rejecting to say Production Manager rather than PM has been implemented	AAM	○	○	○	○	Bug Fix - No contingency required



IN3695	No formal test cases run. Test details in IN3695.	Asset Manager - Issue where it was possible to move assets whilst locked has been resolved	AM	○	○	○	○	Bug Fix - No contingency required
IN3664	No formal test cases run. Test details in IN3664.	AAM - Resolved issue where completed imported jobs were showing as "AAM unavailable" when viewed via the old approval history screens	AAM	○	○	○	○	Bug Fix - No contingency required
IN3677	No formal test cases run. Test details in IN3677.	AAM/AL - Issues highlighted that email reminders should not include #undefined# if alias value not shown has been resolved	AAM	○	○	○	○	Bug Fix - No contingency required
IN3714	No formal test cases run. Test details in IN3714.	Asset Manager - Issue where Asset Thumbnail "Product Name(Version)" was corrupted in some views has been resolved	AM	○	○	○	○	Bug Fix - No contingency required
IN3720	No formal test cases run. Test details in IN3720.	HTML Brief (Brief Manager) Issue where field names did not print in Field Group Summary layout has been resolved.	BM	○	○	○	○	Bug Fix - No contingency required
IN911	No formal test cases run. Test details in IN911.	ADM - Issue where Reference data fields were not displayed in the data tree has been resolved	ADM	○	○	○	○	Bug Fix - No contingency required
IN3623	No formal test cases run. Test details in IN3623.	AMS - Project Processor sessions (for automated artwork generation) were blocking user sessions has been	GENERAL	○	○	○	○	Bug Fix - No contingency required

AMS Deployment Risk Matrix

		resolved.						
IN3739	No formal test cases run. Test details in IN3739.	ADM - Removal of any duplicated project level data that may have appeared in the Cascade file for Semi Automated Artworks.	ADM	○	○	○	○	Bug Fix - No contingency required
IN3769	No formal test cases run. Test details in IN3769.	Workflow Manager - User is now able to reassign a task at different levels.	AAM	○	○	○	○	Bug Fix - No contingency required
IN3838	No formal test cases run. Test details in IN3838.	AMS - Priority filter in INBOX only works when All is selected (resolved)	GENERAL	○	○	○	○	Bug Fix - No contingency required
IN3889	No formal test cases run. Test details in IN3889.	Resolved Workflow Manager issue that was causing connection leaks resulting in error "cannot open connection".	AAM	○	○	○	○	Bug Fix - No contingency required
IN3910	TC1418, TC1419, TC1420, TC1620, TC2163.	Brief Manager - Issue resolved where exporting multiple change orders were failing	BM	○	○	○	○	Bug Fix - No contingency required
IN4016	TC344, TC635, TC2182.	ADM - none locale tags causing duplicated text bodies in AAG content XML now resolved	ADM	○	○	○	○	Bug Fix - No contingency required
IN3958	No formal test cases run. Test details in IN3958.	DAM - Assets disappear when reverting to previous version now resolved	DAM	○	○	○	○	Bug Fix - No contingency required