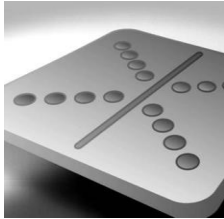




Software Deployment Risk Matrix



Customer

XXXXXXXXXXXXXX

DOCUMENT CONTROL

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DOCUMENT HISTORY

Date	Revision	Change
11 th April 2014	0.1	Initial release
11 th April 2014	1.0	Final review in-line with V5.1.0335

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 5.1.0335.....	5
Risk Assessment for Release 5.1.0335	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"> • 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 5.1.0335

AMS 360 Functionality

General Requirements

IN3795, IN3933, IN3936 - Service Content Plug-In Tool



IN3252, IN3253



RQ1035, IN3914, IN4063, IN4068, IN4141



IN3271, IN4075



IN4002, IN3771, IN3773



IN4014



Risk Assessment for Release 5.1.0335

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
RQ1035	TC2189, TC2197, TC2304, TC2306.	AMS has been upgraded to support GS1 compliance standards.	BM	○	○	○	●	This is configurable on a per client basis so will not affect clients who do not need to functionality.
IN3252	TC2147, TC2148.	Enhancements have been made to the Where Used results screen that allows a user to search for specific results.	AM	○	○	○	●	None required.
IN3253	TC2147, TC2148.	Extra functionality has been added to the Where Used Search screen that allows a user to search on and find master artworks only.	AM	○	○	○	●	None required.
IN3795	TC2152, TC2153, TC2154, TC2155, TC2156, TC2157.	Enhancements to the Service Integrator module to support creation and supply of extended data sets for labels.	GENERAL	○	○	○	○	None required.
IN3914	TC1419, TC2158.	Enhancements have been made to the Brief Manager to perform a validation at the final sign stage to verify that all "required" fields for GS1 compliant barcode creation have data present.	BM	○	○	●	●	None required.
IN4002	No formal test cases run. Test details in IN4002.	Icons in the standard and batch workflows have been refreshed and realigned so they are consistent throughout.	AAM	○	○	○	●	None required.
IN3271	TC871, TC2183.	As default, Locales are now shown in the same order both in the Project Brief and the ADM by default in the Project Brief and ADM in the order they are in the region.	ADM	●	○	●	●	May affect existing projects.
IN3771	TC2191.	The Asset Detail Number can now be displayed in the email body text for Approvals started from the ADM.	AAM	○	○	○	○	None required.
IN3773	TC2184, TC2185.	An Additional feature has been added to ensure the account manager can be notified if an artwork has been	AAM	○	○	○	●	This is role based so can be easily reverted

AMS Deployment Risk Matrix

		approved or rejected using batch approval functionality.						
IN4063	TC339, TC894, TC2189, TC2190, TC2028.	The AMS barcode selector has been enhanced to incorporate the creation of QR codes.	BM	○	○	○	●	This is a configurable option .
IN4014	TC1011, TC2086, TC2308, TC2309, TC2310, TC2311, TC2312.	Selection of approvers in asset approval routes, for country grouped and locale grouped distributions, are now filtered by country/locale.	AAT	○	○	●	●	None required.
IN3933, IN3936	TC642, TC2161, TC2162, TC2165, TC2166.	A new configurable function has been introduced to provide the following. Once an artwork has been finally approved, a page containing a standard layout stating who approved the artwork and their reason for approval will be inserted as the last approval page of the artwork pdf.	GENERAL	○	○	●	●	This is configurable on a per client basis so will not affect clients who do not need to functionality.
IN4068	TC302	Brief Explorer - Issue whereby quote marks in the Project Name were causing searches in the Brief Explorer to fail have now been resolved.	BM	○	○	○	○	Bug Fix - No contingency required
IN4141	No formal test cases run. Test details in IN4141.	Issue addressed where the user could not access the component job history on the Project History Screen and also the Back / Exit Buttons were not working.	BM	○	○	○	○	Bug Fix - No contingency required
IN4075	TC2037, TC2040.	An enhancement has been made to the to html brief accessed via the ADM so the Finished Goods Number will now be shown for jobs that have multiple components.	ADM	○	○	○	○	Bug Fix - No contingency required