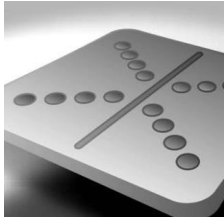




Software Deployment Risk Matrix



Customer

XXXXXXXXXXXXXX

DOCUMENT CONTROL

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DOCUMENT HISTORY

Date	Revision	Change
20 th May 2014	0.1	Initial release
21 st May 2014	1.0	Final review in-line with V5.1.0405
22 st May 2014	1.1	Minor configuration change included during V5.1.0406

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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

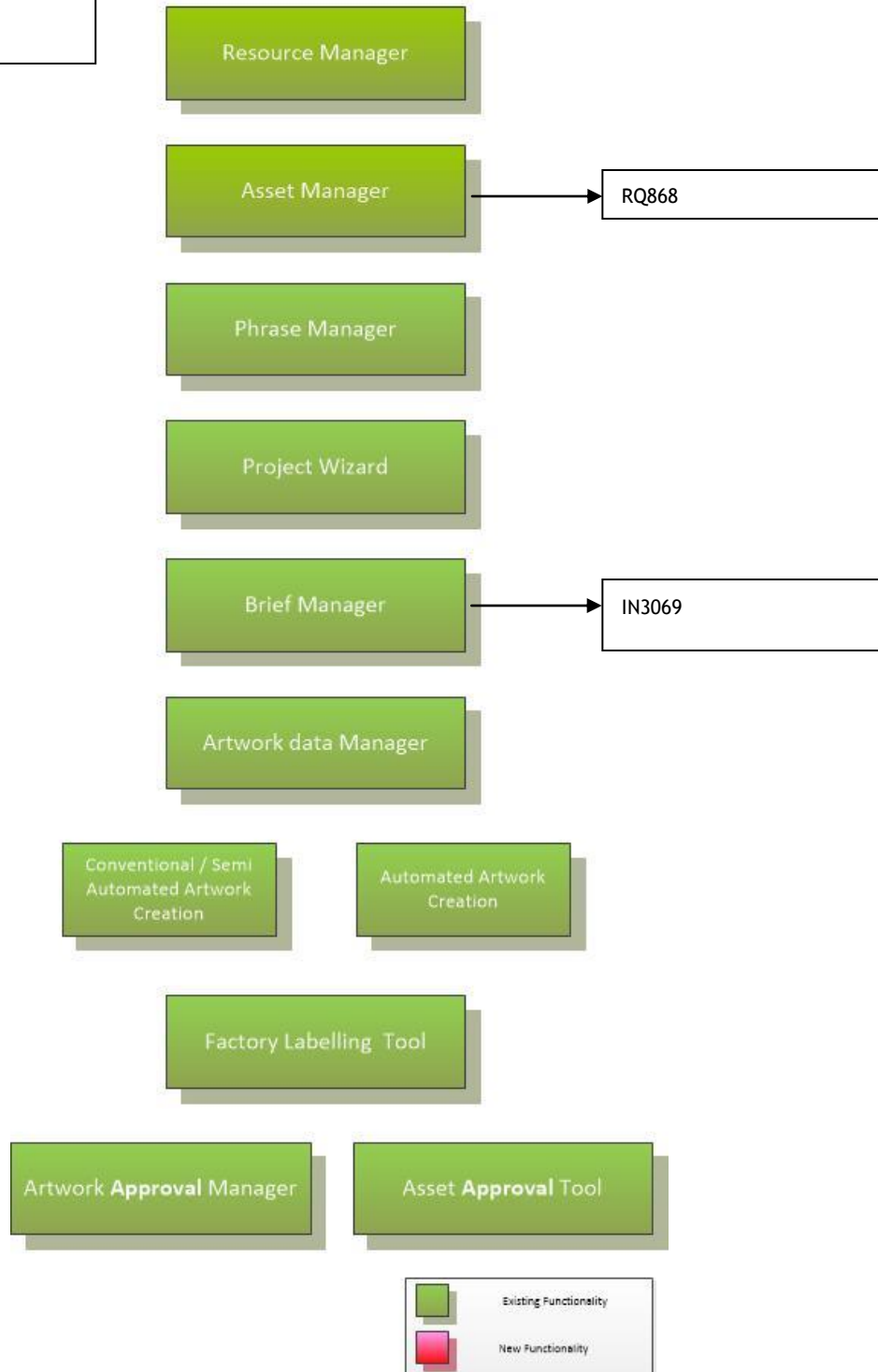
Risk Categorisation

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 5.1.0406

General Requirements
IN4249 - Inbox performance improved

AMS 360 Functionality



Risk Assessment for Release 5.1.0406

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
RQ868	TC1420, TC1442, TC1443, TC1563, TC1586, TC1563, TC1771, TC1809, TC2060, TC2336.	Information (i icon) to turn black in the Asset Manager if the Component is at the Project Brief stage (previously this was only if the Component was at the Artwork Approval Stage).	AM	○	○	○	●	None required.
IN3069	TC2330, TC2331, TC2332, TC2333, TC2334, TC2335.	BM/ADM - User now has the ability to remove languages not needed within a locale for a particular project, sku or component (locale restrictions).	BM	●	○	●	●	None required.
IN4249	No formal test cases run. Test details in IN4249.	AMS - Improved performance of the Inbox containing high number of tasks (task thumbnails are now asynchronously loaded to reduce initial page load times).	AMS	○	○	○	○	None required.
IN3991	No formal test cases run. Test details in IN3991.	BM - Resolved issue where the final sign off warning for a SKU was incorrect.	BM	○	○	○	○	Bug Fix - No contingency required
IN4295	TC968, TC970.	PM - TX Phrase Import Performance Improve when importing files with large volume of phrases.	PM	○	○	○	○	Bug Fix - No contingency required
IN4293	TC2154, TC2155, TC2161, TC2162.	SI - Service Notification Event Handler & Re-try Scheduler now synchronized (to avoid duplicate requests via the web service).	AMS	○	○	○	○	Bug Fix - No contingency required
IN4281	No formal test cases run. Test details in IN4281.	ADM - Resolved issue where the edit button was missing at the ADM stage (Field:PRODUCT_DESCRIPTION_TRANSLATIONS).	ADM	○	○	○	○	Bug Fix - No contingency required