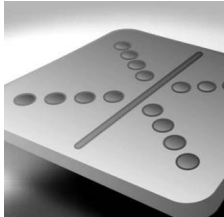




Software Deployment Risk Matrix



Customer

XXXXXXXXXXXXXX

DOCUMENT CONTROL

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DOCUMENT HISTORY

Date	Revision	Change
6 th June 2014	0.1	Initial release
6 th June 2014	1.0	Final review in-line with V5.1.0408

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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:-

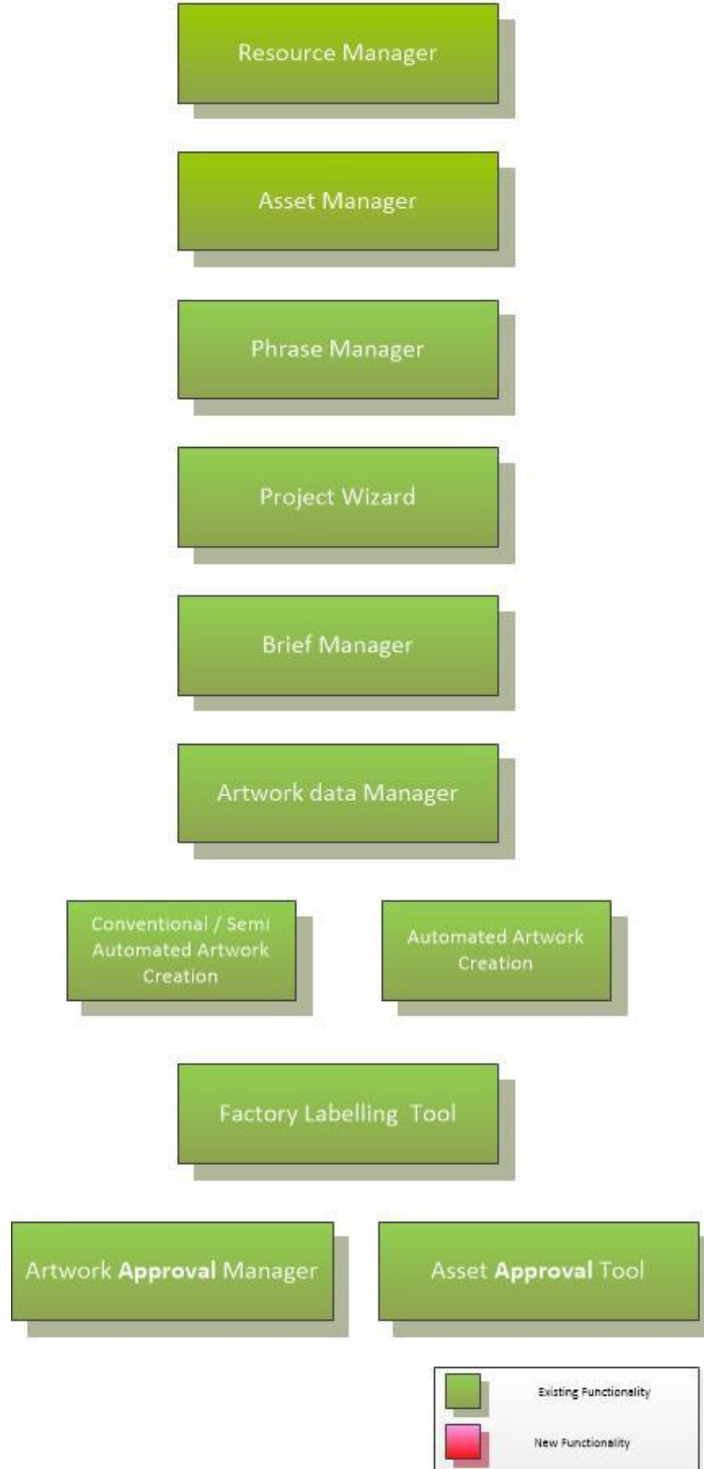
1. How Kallik categorise the level of risk
2. What supplementary action would be required
3. What level of risk is associated to the release. This is shown in detail

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 5.1.0408

AMS 360 Functionality



Risk Assessment for Release 5.1.0408

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
IN4376	TC1941, TC1952, TC2086.	WM - Issue resolved so that an approval route cannot be selected until at least 1 approver is selected in each distribution.	AAM	○	○	○	○	Bug Fix - No contingency required
IN4372	TC2339.	PM - Issue resolved where the Keyword in the Phrase Manager meta data was not being saved.	PM	○	○	○	○	Bug Fix - No contingency required
IN4375	TC1442.	BM - Issue resolved when a Brief Manager unavailable error was displayed during navigation between the Project Brief fields.	BM	○	○	○	○	Bug Fix - No contingency required