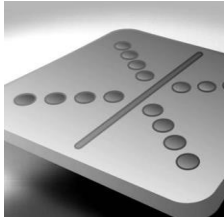




## Software Deployment Risk Matrix

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Customer

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## DOCUMENT CONTROL

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### DOCUMENT HISTORY

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26 <sup>th</sup> June 2014	0.1	Initial release
27 <sup>th</sup> June 2014	1.0	Final review in-line with V5.1.0412

## 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 5.1.0412.....	5
Risk Assessment for Release 5.1.0412 .....	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:-

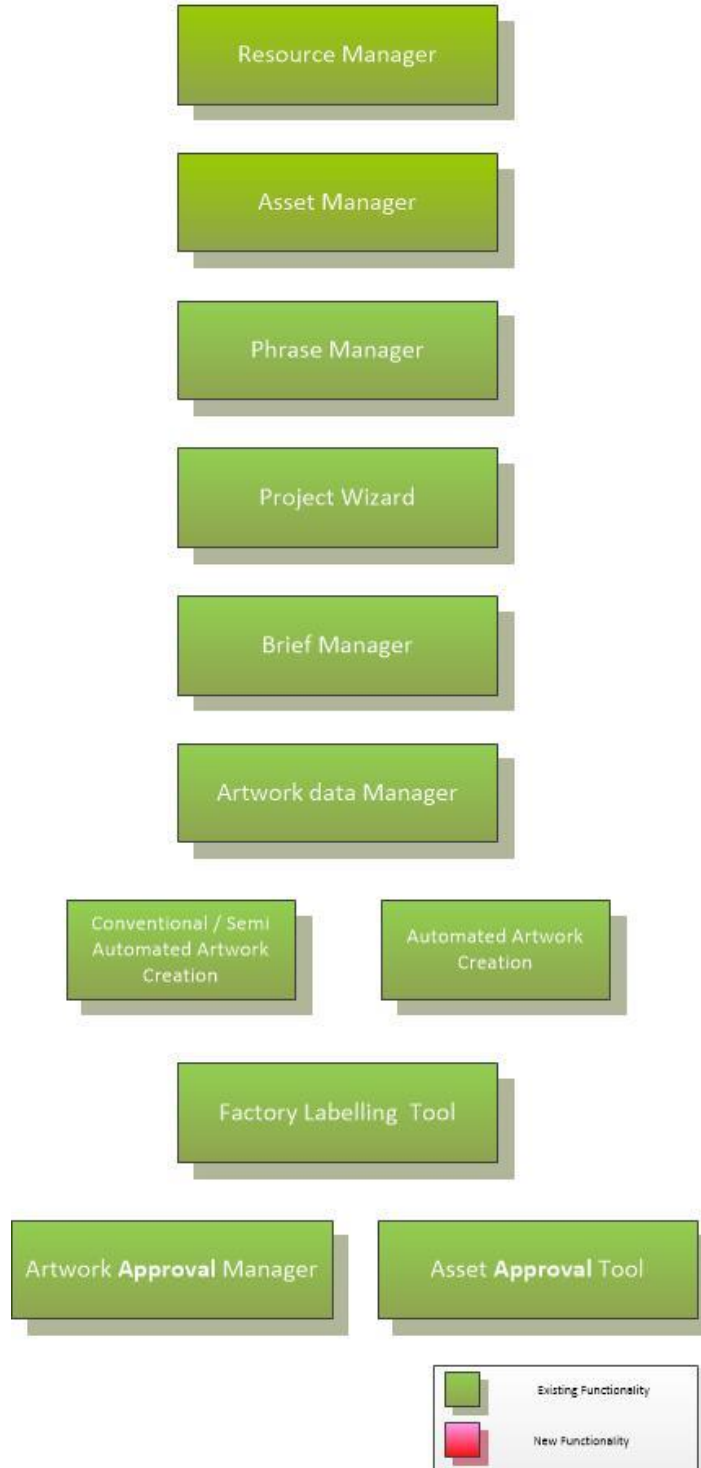
1. How Kallik categorise the level of risk
2. What supplementary action would be required
3. What level of risk is associated to the release. This is shown in detail

## 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 5.1.0412

### AMS 360 Functionality



**Risk Assessment for Release 5.1.0412**

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
IN4067	TC970, TC1869, TC1870, TC1871, TC1872, TC1873.	AMS - Change implemented to ensure priority indicators in the Project brief are displaying correctly.	AMS	○	○	○	○	Bug Fix - No contingency required
IN4428	TC910, TC2351.	Project Brief - Change made to ensure disabled fields are now being displayed correctly as disabled in project brief.	BM	○	○	○	○	Bug Fix - No contingency required
IN4436	TC1934, TC1950, TC1951, TC1962, TC2002, TC2003, TC2017, TC2023, TC2024, TC2025, TC2033, TC2036, TC2041, TC2042, TC2043, TC2044, TC2068, TC2069, TC2087, TC2088.	Workflow Manager - It had been highlighted that in some cases, if a user hit the return key then the system comment was being duplicated. This has now been resolved so the Return Key can be used.	AAM	○	○	○	○	Bug Fix - No contingency required
IN4258	No formal test cases run. Test details in IN4258.	Workflow Manager - An issue had been noted where if users added a hard return when typing in a comment in the annotation tool an error would be displayed. This has been rectified	AAM	○	○	○	○	Bug Fix - No contingency required