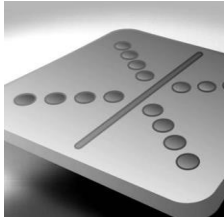




## Software Deployment Risk Matrix

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Customer

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## DOCUMENT CONTROL

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### DOCUMENT HISTORY

Date	Revision	Change
6 <sup>th</sup> November 2014	0.1	Initial release
7 <sup>th</sup> November 2014	0.2	Final review to Sand Box (V5.2.0448)
4 <sup>th</sup> December 2014	1.0	Reviewed and published to support deployment to the Production Environment (V5.2.0463)

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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

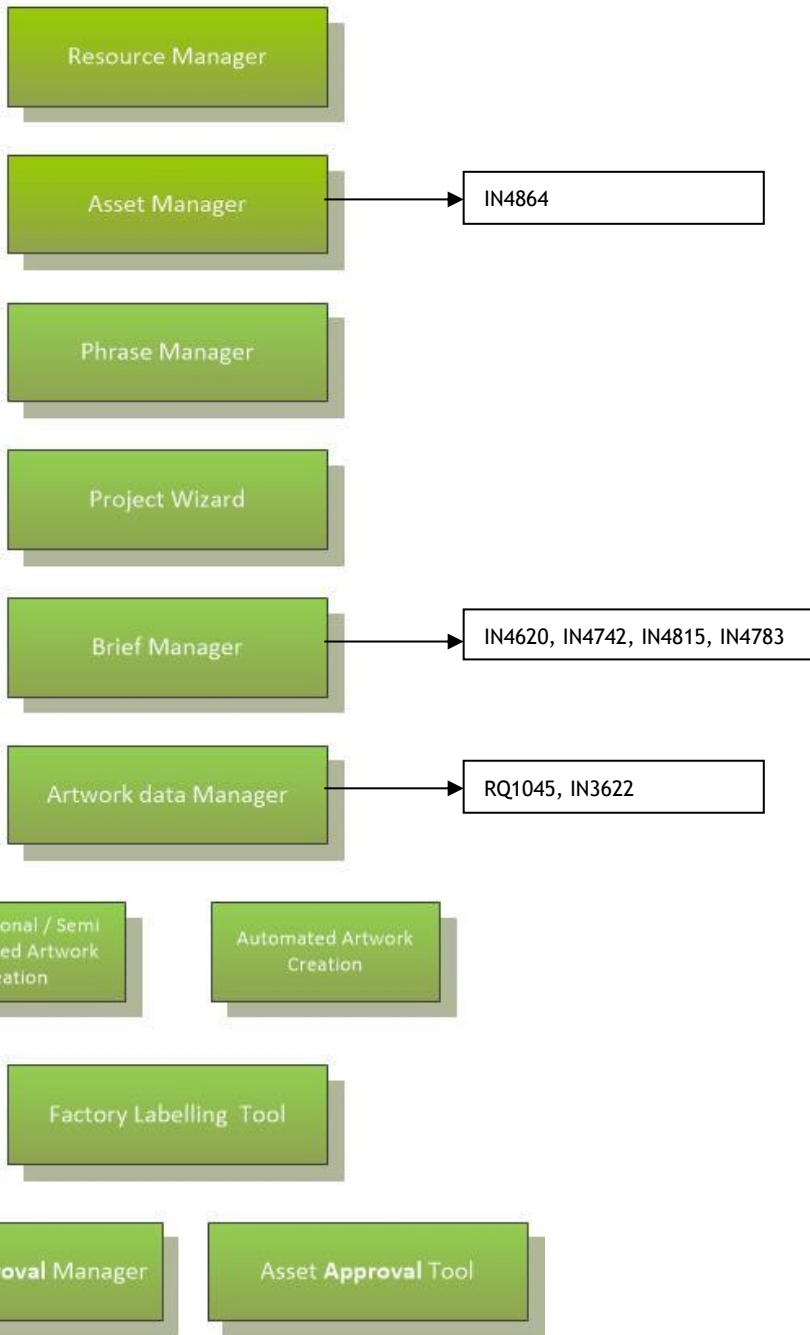
## Risk Categorisation

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"> <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 5.2.0463

**General Requirements**  
 RQ1158 - BI Technology Upgrade  
 IN4932 - Homepage Batched Task Icon

AMS 360 Functionality



	Existing Functionality
	New Functionality

**Risk Assessment for Release 5.2.0463**

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
RQ1045, IN3622	TC2393, TC2394, TC2397, TC2398, TC2399, TC2400.	<p>This enhancement relates to the following areas within the AMS application:</p> <ol style="list-style-type: none"> <li>1) Data Selection (Brief Manager &amp; Artwork Data Manager) - provides the ability users can generate a preview of the barcode when creating through the barcode widget</li> <li>2) Artwork Data Manager Cascade XML Generation - extended functionality so the users using Cascade are able to place an image into the artwork design file rather than manually creating the barcode.</li> </ol> <p>Conventional Artwork process - the generated barcode will appear as a file attachment so the Artworker can download and import into the artwork file</p>	ADM	○	○	○	●	This is enhancing the functionality no contingency is required
RQ1158	TC1235, TC1236, TC1237, TC1239, TC1240.	BI - as part of Kallik's ongoing improvements to the AMS system, we have upgraded the functionality of our Business Intelligence module to allow for improved performance, stability, usability and future expansion of functionality.	BI	○	○	●	●	Improvements to the reporting technology no contingency is required
IN4932	No formal test case run. Test details in IN4932.	The batched tasks icon which appears on the Home page has been updated to	AMS	○	○	○	○	User Interface change only no contingency is required

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		be consistent with the single task icon						
IN4864	TC254, TC958, TC1589.	An improvement has been made so Picklist data can now be sorted alphabetically.	AM	○	○	○	●	None required.
IN4620	TC1644, TC1654.	Enhancements made to the Route Builder to improve the look and feel and to make the tool more intuitive	BM	○	○	○	○	None required.
IN4693	No formal test case run. Test details in IN4693.	Enhancement to the Audit Log - so it is now possible to show all versions of an Artwork	AAM	○	○	○	●	None required.
IN4742	TC2391.	A tooltip has been added to SKU tab within the SKU and Component Table to display the Component Part description.	BM	○	○	○	○	None required.
IN4815	No formal test case run. Test details in IN4815.	Change in Brief manager to allow the Brief Summary document to open in a new tab in the browser.	BM	○	○	○	●	None required.
IN4783	No formal test case run. Test details in IN4783.	Enhancement introduced so components (including composites) and SKU's are shown alphabetically then numerically	BM	○	○	○	●	None required.
IN4921	TC1941, TC2034, TC2035, TC2023, TC2087.	Resolved issue so cursor will appear in the Password prompt entry field	AAM	○	○	○	○	Bug Fix - No contingency required
IN4925	No formal test case run. Test details in IN4925.	Resolved issue to prevent inconsistent display of inbox results	AMS	○	○	○	○	Bug Fix - No contingency required
IN3692	No formal test case run. Test details in IN3692.	Resolved Issue to exclude searches on Asset Detail fields when a user conducts a standard search	AM	○	○	○	○	Bug Fix - No contingency required

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IN4989	No formal test case run. Test details in IN4989.	Now able to close the small window once a phrase is shown in the Brief Manager	BM	○	○	○	○	Bug Fix - No contingency required
IN4891	TC2158.	Clear button now works for drop-down lists in the Brief Manager.	BM	○	○	○	○	Bug Fix - No contingency required
IN4862	No formal test case run. Test details in IN4862.	Popup screen does not resize correctly and automatically fit in the full window without scroll bar (Brief Manager issue resolved).	BM	○	○	○	○	Bug Fix - No contingency required
IN4772	No formal test case run. Test details in IN4772.	Automatic redirector link causing error resolved in the Brief Manager.	BM	○	○	○	○	Bug Fix - No contingency required
IN4888	No formal test case run. Test details in IN4888.	Resolved issue where the associated pick list label type was not refreshing (Component Table) in the Brief Manager.	BM	○	○	○	○	Bug Fix - No contingency required
IN4874	No formal test case run. Test details in IN4874.	See full audit log in the Workflow Manager only showing 25 entries now resolved	BM	○	○	○	○	Bug Fix - No contingency required
IN4890	TC2147, TC2148.	Show Where Used in the Asset Tracker not working for artworks sent for Print Proof Approval now resolved.	AM	○	○	○	○	Bug Fix - No contingency required
IN4896	TC968, TC970, TC2097.	Horizontal phrase import failing issue now resolved in the Phrase Manager.	PM	○	○	○	○	Bug Fix - No contingency required
IN4713	TC2161, TC2162, TC2165, TC2166, TC2305, TC2402.	A function had been built that when an artwork was approved through the AMS approval module, would incorporate an approval audit log as a 2nd page of the artwork pdf. This functionality has been	AMS	○	○	○	○	Bug Fix - No contingency required



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		further improved. The improvement will mean that for artworks built conventionally and uploaded into AMS for approval, any layers that have been switched off in the artwork are respected and do not appear on the pdf						
IN4983	No formal test case run. Test details in IN4983.	New Version selection option not available when importing a change order reference to existing artwork ID (resolved).	AMS	○	○	○	○	Bug Fix - No contingency required
IN4942	No formal test case run. Test details in IN4942.	Alphabetical view for selling countries now in the Project Wizard and Project Brief sections	BM	○	○	○	○	Bug Fix - No contingency required
IN4838	No formal test case run. Test details in IN4838.	The Brief Manager links to view the Details and Update to Latest version in Stale Data section are no longer hidden in the screen view	BM	○	○	○	○	Bug Fix - No contingency required
IN4979	TC1999.	Resolved issue where it was possible to complete the Project Wizard without having selected at least on contributor	BM	○	○	○	○	Bug Fix - No contingency required
IN4934	No formal test case run. Test details in IN4934.	Ability to add notes in the audit approval log even if the user has not been part of workflow task	AAM	○	○	○	○	Bug Fix - No contingency required
IN4855	TC685, TC686.	Resolved AMS issue when logging into the Homepage some CSS content was being displayed before the page was loaded.	AMS	○	○	○	○	Bug Fix - No contingency required
IN4995	No formal test case run. Test details in IN4995.	When viewing project notes in the Brief Manager for a particular project and then accidentally pressing the browser back button no longer shows the incorrect project notes.	BM	○	○	○	○	Bug Fix - No contingency required

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IN5058	No formal test case run. Test details in IN5058.	Barcode fields in AMS can now be pasted using the Firefox browser.	AMS	○	○	○	○	Bug Fix - No contingency required
IN5017	No formal test case run. Test details in IN5017.	Asset Lifecycle now allows Grouped Approval Project Manager email to show correct approver.	AAT	○	○	○	○	Bug Fix - No contingency required