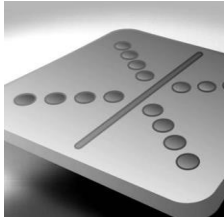




## Software Deployment Risk Matrix

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Customer

XXXXXXXXXXXXXX

## DOCUMENT CONTROL

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### DOCUMENT HISTORY

Date	Revision	Change
24 <sup>th</sup> November 2014	0.1	Initial release for deployment to the test environment.
5 <sup>th</sup> December 2014	1.0	Reviewed and published to support deployment to the Production Environment (V5.1.0613).
5 <sup>th</sup> December 2014	1.1	Omitted IN4048.

## 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 5.1.0613.....	5
Risk Assessment for Release 5.1.0613 .....	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

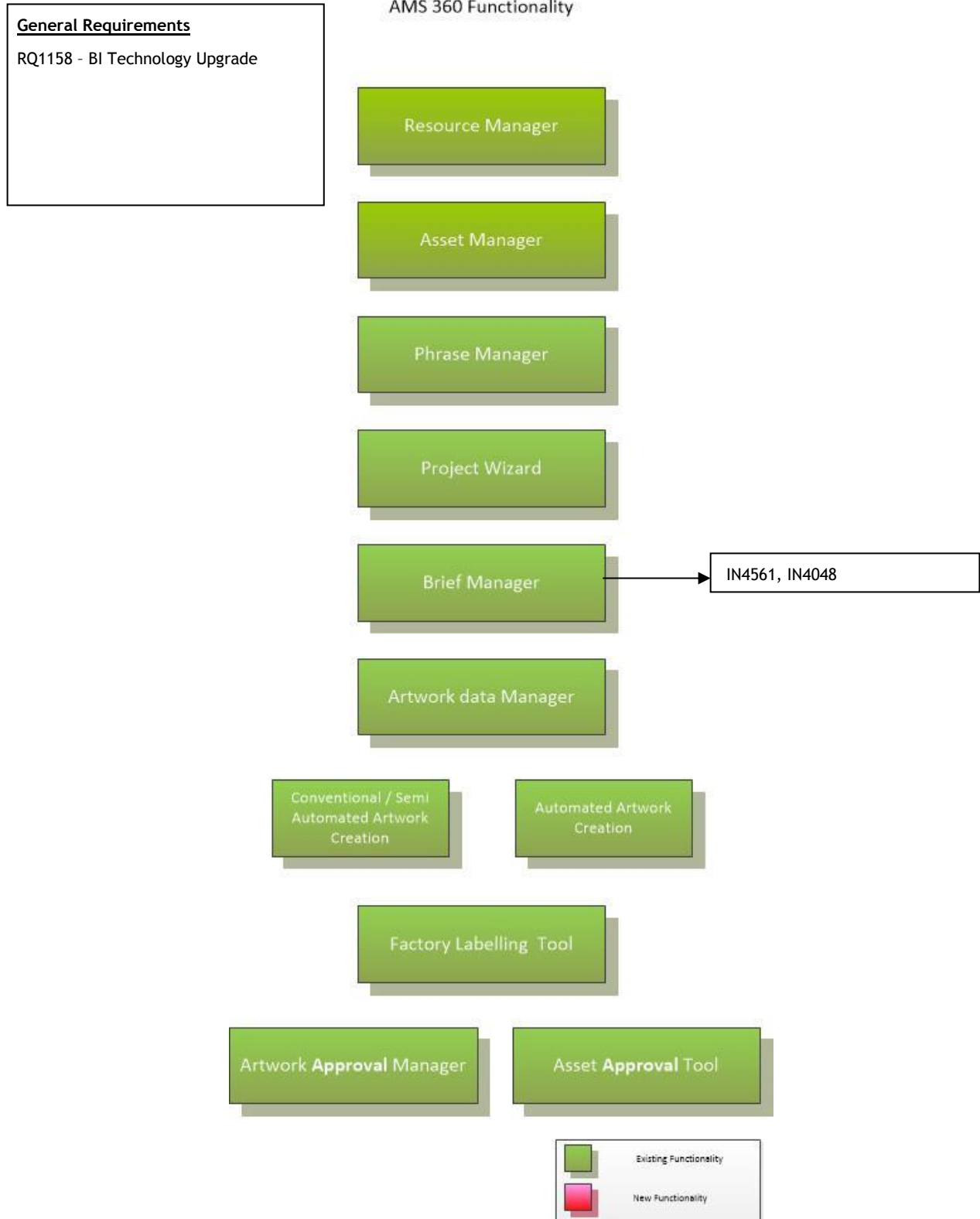
The purpose of the following table is to explain:-

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 5.1.0613



**Risk Assessment for Release 5.1.0613**

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
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
IN4561	TC1644, TC1654.	Enhancement to allow form definition files to be configured to automatically load country symbol images from the asset manager into a project brief based on the project selling countries.	BM	○	○	○	●	None required.
IN4048	TC1617, TC1618, TC1712.	The Brief Manager now allows support for local regulatory boxed phrases.	BM	○	○	○	●	None required.
IN4945	TC2393, TC2394, TC2398.	Artwork containing QR barcode fails to send for approval or generate now resolved in the ADM.	ADM	○	○	○	○	Bug Fix - No contingency required
IN5064	No formal test case run. Test details in IN5064.	Issue resolved in the Resource Manager where users were unable to access tasks correctly due to a caching issue.	RM	○	○	○	○	Bug Fix - No contingency required