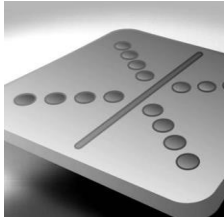




Software Deployment Risk Matrix



Customer

XXXXXXXXXXXXXX

DOCUMENT CONTROL

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Reference Code : SDRM - 014
Revision : 1.3
Issue Date : 8th September 2014
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DOCUMENT HISTORY

Date	Revision	Change
27 th May 2014	0.1	Initial release
6 th June 2014	1.0	Reviewed and published in-line with deployment to the test site (V5.2.0188).
27 th August 2014	1.1	Updated to reflect planned upgrade to the Production Environment (V5.2.0333).
8 th September 2014	1.2	Updated to reflect deployment to the live site (V5.2.0342).
12 th September 2014	1.3	Omitted RQ84, RQ1144, RQ1053, IN4273, IN4274 site (V5.2.0342).

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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

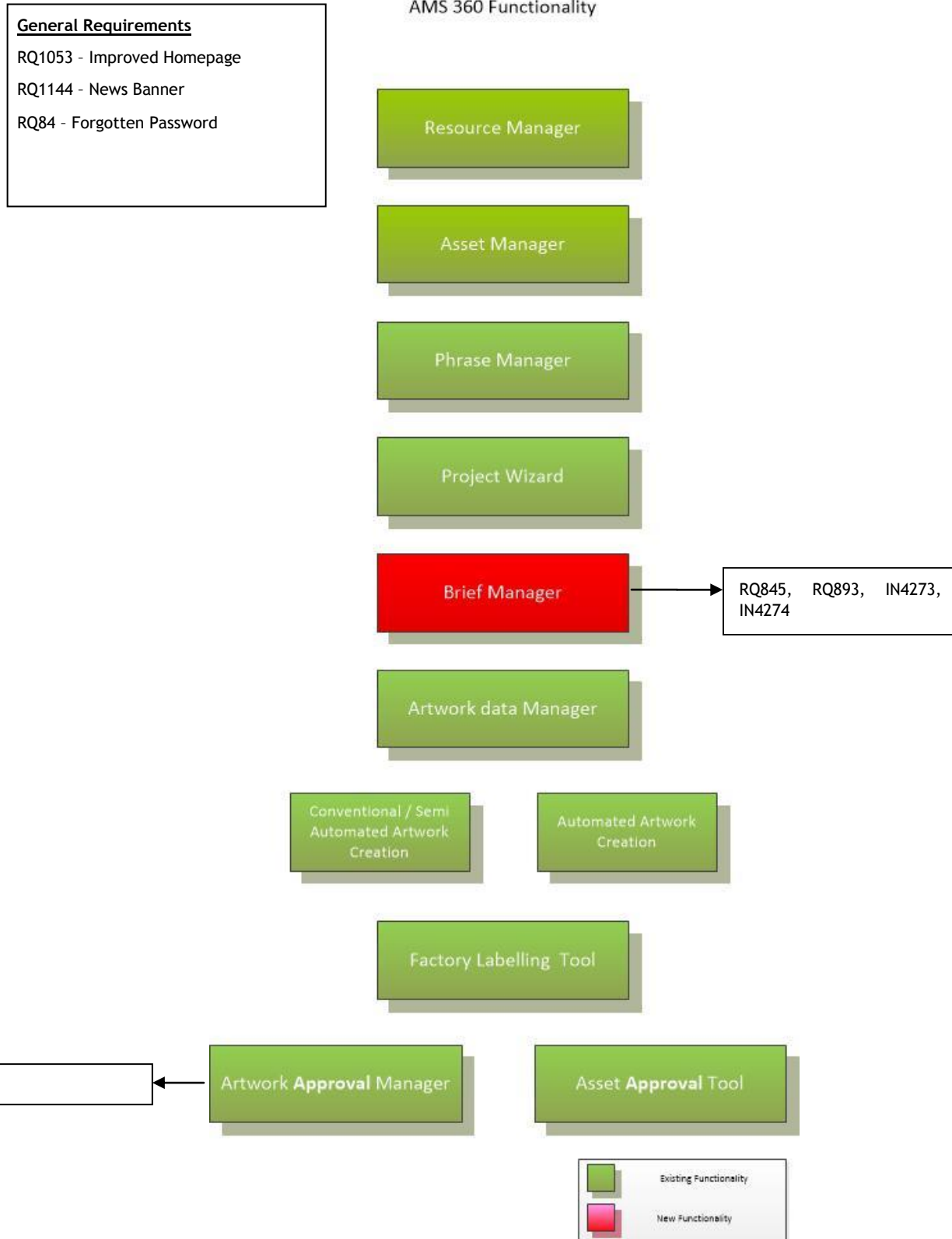
The purpose of the following table is to explain:-

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 5.2.0342



Risk Assessment for Release 5.2.0342

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
RQ845, RQ893	TC1006, TC1589, TC2126, TC2131, TC2159, TC2192, TC2193, TC2196, TC2314, TC2317, TC2321, TC2326, TC2338.	Covers major improvements to the Project Brief in terms of User Interface and the introduction of Manuscript Review process. This includes: 1. Automated 'data preview' generation (in addition to on-demand) 2. Document approval initiation for 'data preview' files 3. Document approval via Workflow Manager (including 'what's changed' report integration for subsequent versions) 4. Document comment collation via Brief Manager (enabling users to update project brief based on document approval comments) 5. Document upload and view improvements 6. Significantly improved "stale data" concept ensuring all "not current" data is easily identified by the user.	BM	○	○	●	●	A Webinar session and Video recording of the new functionality shall be provided to key Users.
RQ973	TC2034, TC2035, TC2118.	User Interface Improvements - update to the Approval Screens to bring in line with new AMS style.	AAM	●	●	●	○	None required.
RQ84	TC690, TC2362	Forgotten password feature added to the AMS Login page which allows the user to reset their password.	AMS	○	○	○	○	None required.
RQ1053	TC1209, TC1225, TC1868, TC1869, TC2009, TC2010.	With the new and improved inbox we have implemented a 'search as you type' feature which will help you find the task you're looking for much faster.	AMS	○	○	○	○	None required.
RQ1144	TC2387, TC2388, TC2389.	A 'news banner' has also been added to the AMS 5.2 Login page to provide an	AMS	○	○	○	○	None required.

AMS Deployment Risk Matrix

		additional communication stream to our users.						
IN4274	TC2371, TC2372, TC2373, TC2374, TC2379.	Brief Manager allows the ability to pause a project.	BM	○	○	○	●	None required.
IN4273	TC2371, TC2372, TC2373, TC2374, TC2379.	Brief Manager allows the ability to archive a project.	BM	○	○	○	●	None required.
IN3483	No formal test cases run. Test details in IN3483.	The bug has been fixed where; when creating a results folder to start a project with multiple components, when a user clicks on the results folder the pop window appears and lets the user enter a name for the folder. However when the user pressed close or ok nothing happened and in some case (browser dependent) it was not possible to close the box.	AM	○	○	○	○	Bug Fix - No contingency required