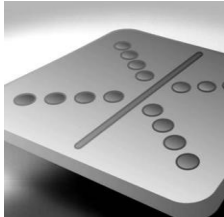




## Software Deployment Risk Matrix

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Customer

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## DOCUMENT CONTROL

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### DOCUMENT HISTORY

Date	Revision	Change
23 <sup>rd</sup> January 2015	0.1	Initial release
23 <sup>rd</sup> January 2015	1.0	Reviewed and published.

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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

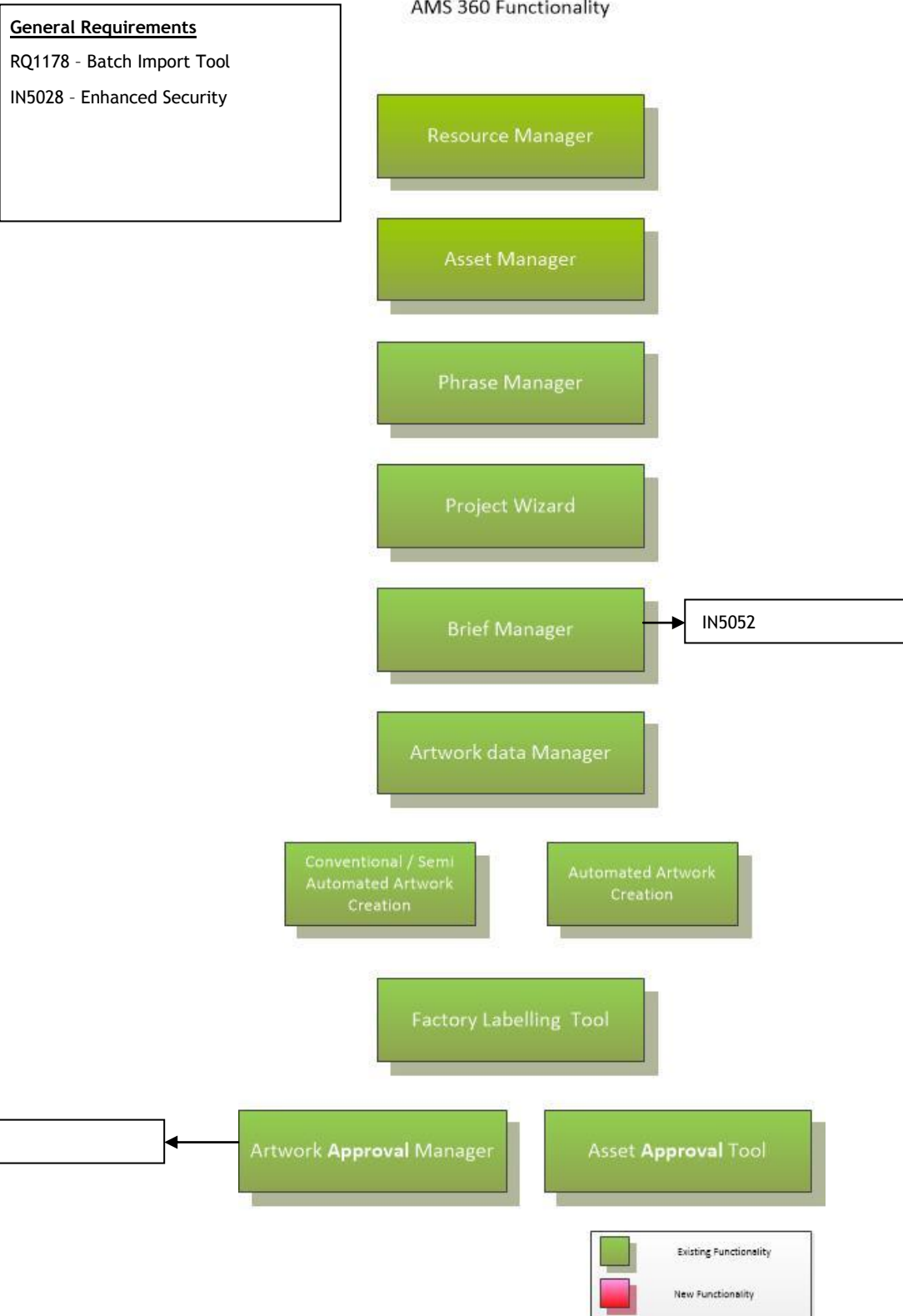
The purpose of the following table is to explain:-

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 5.2.0472



**Risk Assessment for Release 5.2.0472**

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
RQ1178	TC2477, TC2478, TC2479, TC2480, TC2481, TC2482.	New tools to allow users to “batch import” projects and to use batch sign-off, generate and allocation functions.	General	○	●	○	●	None required as this is a new feature.
IN5028	TC2409, TC2410, TC2411, TC2412, TC2413, TC2414, TC2415, TC2470, TC2471, TC2472.	AMS security enhanced to increase robustness.	General	○	○	○	○	None required.
IN5050	No formal test case run. Test details in IN5050.	The ordering of the batch approval tasks in the Workflow Manager is no longer totally random.	AAM	○	○	○	○	None required.
IN5052	TC2391, TC2493.	In the Project Brief the Component Tab now shows the Component Description in the header.	BM	○	○	○	○	None required.
IN5122	TC2114, TC2115, TC2014, TC2015.	Workflow Manager code improved to overcome the issue where the Batch approval sometimes opened up without showing tasks.	AAM	○	○	○	○	Bug Fix - No contingency required
IN5085	TC2345.	The What’s Changed Report no longer includes ADM internal references (EXCLUDED _ FIELD_NAMES)	BM	○	○	○	○	Bug Fix - No contingency required
IN5119	No formal test case run. Test details in IN5119.	The AMS Inbox improved by reducing the time to load Approvals Tasks.	General	○	○	○	○	Bug Fix - No contingency required

