

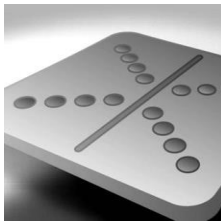


Software Deployment Risk Matrix



Customer

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DOCUMENT CONTROL

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DOCUMENT HISTORY

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30 th April 2015	0.1	Initial release
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14 th May 2015	2.0	Updated and Reissued

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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:-

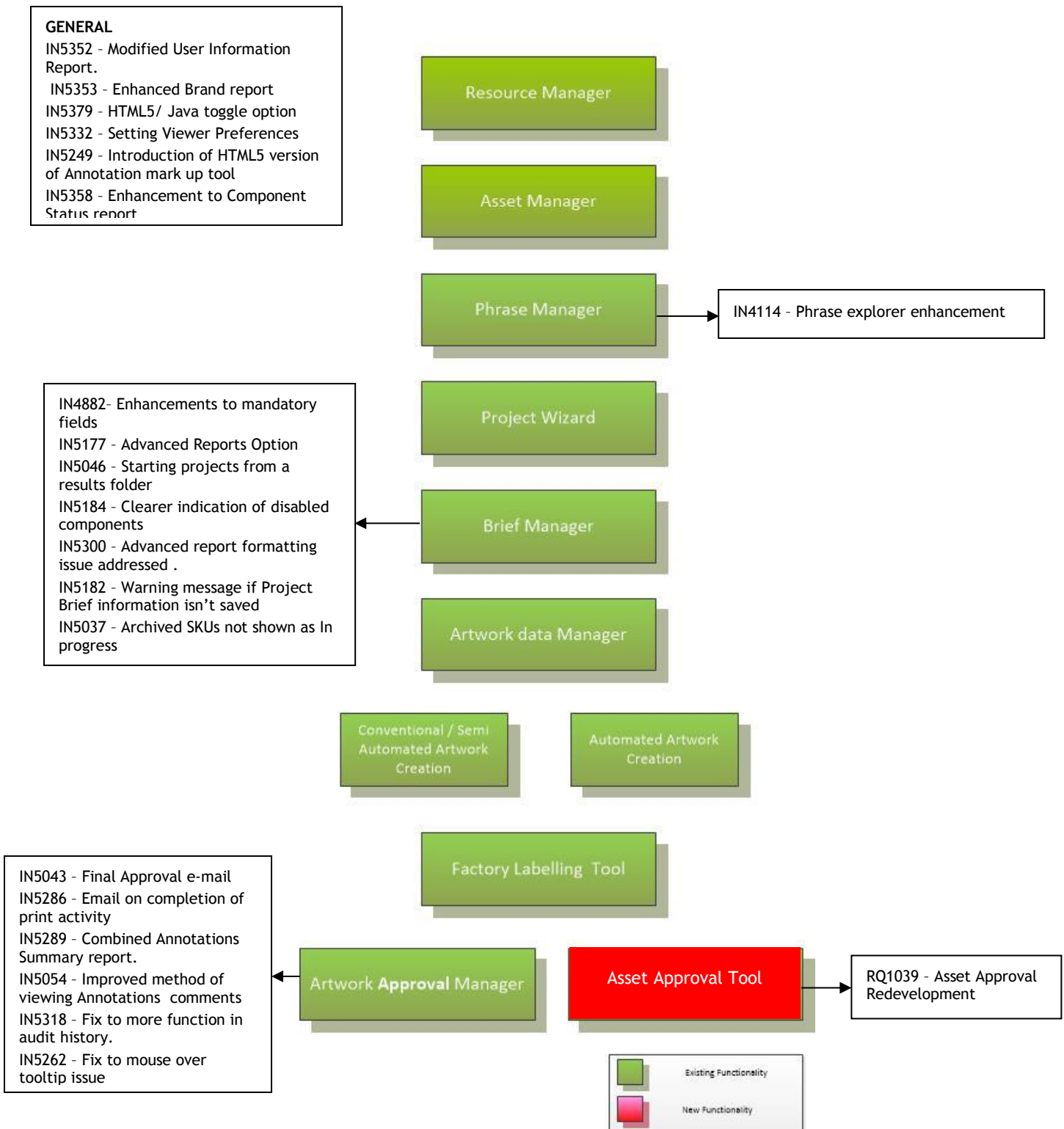
1. How Kallik categorise the level of risk
2. What supplementary action would be required
3. What level of risk is associated to the release. This is shown in detail

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 5.2.7

AMS 360 Functionality



Risk Assessment for Release 5.2.7

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
RQ1039	TC2583, TC2586, TC2587, TC2589, TC2592, TC2593	Re engineering of existing product that provides a standalone function to approve assets	AL	○	○	●	●	This is a redevelopment of existing functionality and utilises existing code so there is no contingency needed
IN4114	TC2605	An enhancement has been made in the Phrase explorer module so a user can now search on content within phrases as well as the phrase name	PM	○	○	○	●	This implementation will have no detrimental effect so no contingency is required.
IN4882	TC2158	In the project brief it is possible to have mandatory fields, ie fields that have to be populated before a project can be signed off. This functionality has been further enhanced so extra checks are carried out across Project SKU and component level	BM	○	○	○	○	No contingency required
IN5177	TC2616, TC2618, TC2619	In the Brief Overview section of the Project brief (Manuscript) users have an option to generate an Advanced report. The advanced report can be configured to client requirements e.g if there is a corporate style. Extra functionality has been	BM	○	○	○	●	This is an optional function

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		developed that allows that document to be uploaded against the project and used as a supporting document							
IN5046	TC2598, TC2599, TC2600, TC2601, TC2602, TC2603, TC2604, TC1431, TC1432, TC1433, TC1434, TC1592, TC1436, TC1438	When starting a project from a results folder the system splits the draft projects into a default amount of components per project - currently this is set as 50. It was highlighted that sometimes, components belonging to the same SKU were being split. This has now been changed so components belonging to the same SKU will be kept together as much as possible.	BM		○	○	○	○	This is system determined, so no contingency is needed
IN5043	TC2610, TC1962	An enhancement has been added so an e-mail notification can be sent after the final approval has been done in AMS	WM		○	○	○	●	This is a configurable function so no contingency needed
IN5286	TC2611, TC1951, TC2003	An enhancement has been added so an email at the end of the process that goes to the ADM which will say print activity complete and this will be there prompt to close the component.	WM		○	○	○	●	This is a configurable function so no contingency needed
IN5353	TC2434	In the BI module there is a report that allows the user to see a list of brands for their company. This has been further enhanced so associated sub brands can be viewed	BI		○	○	○	○	No contingency required
IN5318	Integration Tested	An issue was detected where clicking on the more button in the audit history was not expanding to show more information. This has been rectified.			○	○	○	○	Issue rectification so no contingency required
IN5352	TC2421	The User Information report has been	BI		○	○	○	○	No contingency required

		modified to include task groups assigned to a user.						
IN5184	TC910, TC1586, TC1727, TC1813, TC2060 IN4065, TC2351	A more obvious notification has been introduced to show if SKUs or components are disabled.	BM	○	○	○	○	No contingency required
IN5289	TC2022, TC1377, TC771, TC2527	The Annotations Summary report has been combined into one report that contains both General comments and post it note comments	WM	○	○	○	○	No contingency required
IN5332	TC2608, TC2609 TC687, TC690, TC2362	Users will be able to select their Annotations Viewer preference (HTML5 or Java Applet) in their profile.	WM	○	○	○	●	This is a selectable function so no contingency is needed
IN5182	TC2584, TC261, TC2620	An enhancement has been introduced so if users leave the project brief without saving or publishing changes a warning message is displayed.	BM	○	○	○	○	No contingency required
IN5054	TC2022, TC1377, TC771, TC2527	An improvement has been made so the annotations an comments report can be opened in a separate window to make it easier for users to see the comments	WM	○	○	○	○	No contingency required
IN5379	TC2621, TC2608, TC2609, TC687, TC690	An HTML5 version of the Annotations Mark Up tool is being introduced	WM	○	○	○	●	This is a selectable function so no contingency is needed
IN5249	TC2608, TC2609 TC687, TC690, TC2362	An HTML5 version of the Annotations mark-up tool has been implemented. This function will mean users will not have to have Java installed to run the tool.	WM	○	○	○	●	This is a selectable function so no contingency is needed

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IN5358	Integration Tested	An enhancement has been made to the component status reports to include tasks for users of the Asset Approval Functionality	BI	○	○	○	○	No contingency required
IN5300	TC2623	An issue was reported where the advanced reports generated in the Manuscript (project brief) did not display rich text formatting (Bold, Italic etc) correctly. This has been rectified	BM	○	○	○	○	No contingency required
IN5262	Integration Tested	An issue where a mouse over tooltip was covering the reject button has been addressed	WM	○	○	○	○	No contingency required
IN5037	Integration Tested	The issue where archived SKUs were being shown as in progress has been rectified	BM	○	○	○	○	No contingency required