

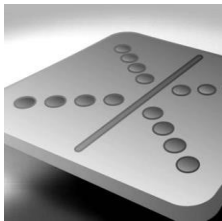


Software Deployment Risk Matrix



Customer

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DOCUMENT CONTROL

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DOCUMENT HISTORY

Date	Revision	Change
9 th July 2015	0.1	Updated and internally reviewed
10 th July 2015	1.0	Updated and issued

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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:-

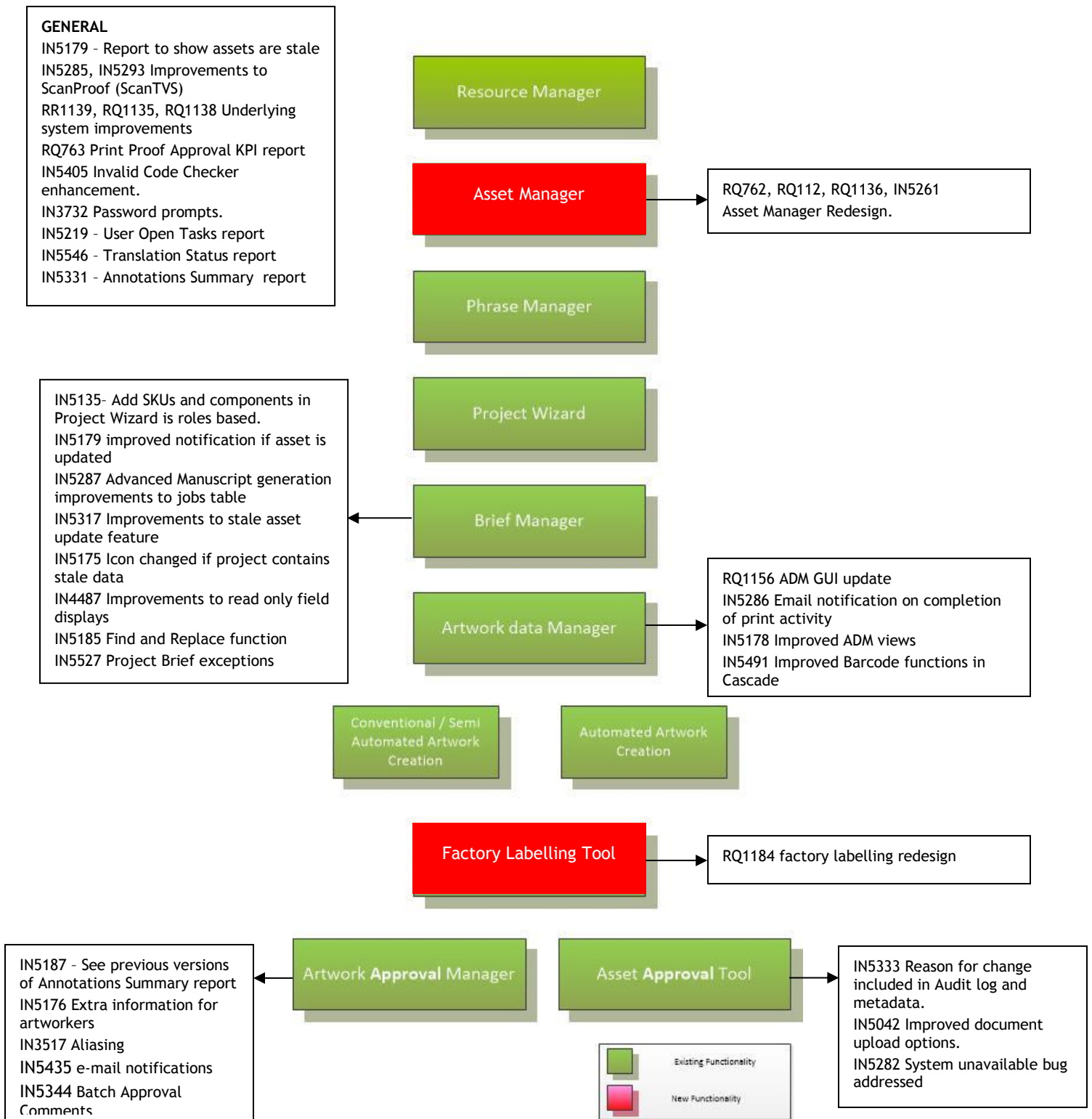
1. How Kallik categorise the level of risk
2. What supplementary action would be required
3. What level of risk is associated to the release. This is shown in detail

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 5.3.0032

AMS 360 Functionality



Risk Assessment for Release 5.3.0032

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
Phase 1 Deployment to Non production Server - 6th June 2015								
RQ1156	TC0887, TC0888 TC0889, TC0890 TC0892, TC0886 TC0810, TC1253 TC1208, TC0874 TC1297, TC0911 TC1135, TC0352 TC1377, TC0635 TC0871, TC0914 TC0875, TC1228 TC0344, TC1693 TC1721, TC1957 TC1975, TC2061 TC2508	The ADM Module has been restyled to make it consistent with the rest of AMS 360	ADM	○	○	●	●	Functionality has not changed so no contingency required
RQ762, RQ112	TC2410, TC1569 TC0958, TC0976 TC0986, TC0987 TC0988, TC0991 TC0693, TC0993 TC0692, TC0696 TC0697, TC0768 TC0695, TC0716 TC1045, TC0390 TC0777, TC0647 TC0632, TC1797	The Asset manager has been redesigned and reengineered to meet the following objectives <ul style="list-style-type: none"> • Bring the Asset manager in to line with new UI styling • Improve user experience • Improve functionality • Simplify interaction 	DAM	○	○	●	●	This is a redeveloped piece of functionality but core functions are the same as previous DAM

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	<p>TC0780, TC0811 TC0921, TC1014 TC1338, TC1335 TC1539, TC1544 TC1976, TC1977 TC2018, TC2122 TC2129, TC2418 TC2419, TC2473, TC2474, TC2476 TC2538, TC2594 TC2103, TC2105 TC2106, TC1422 TC1423, TC1424 TC1425, TC1427 TC1428, TC1431 TC1432, TC1433 TC1434, TC2147 TC2148</p>	<p>Also, as part of the Asset manager redevelopment the file upload function has been enhanced to allow for uploading of multiple assets and also to allow users to utilise drag and drop functionality</p>						
RQ762	TC2130	<p>A request was made to make it easier to identify country Specific IFUs by adding a sub brand to the Asset manager attributes</p>	DAM	○	○	●	●	<p>No contingency required as the function is optional</p>

RQ1139, RQ1135, RQ1138	TC2526, TC2486, TC1006, TC1011, TC2345, TC2377, TC1628, TC1979, TC1980, TC1981, TC1982, TC2071, TC2100, TC2101, TC2099, TC0571, TC0654, TC2023, TC2087, TC2118, TC2142, TC0647, TC2418, TC2419	Updates to AMS tools further improve the underlying functionality and further increase robustness of the application.	General					No contingency required as there are improvements to underlying functions
RQ1184	TC1363, TC1365, TC1366, TC1367, TC1368, TC1369, TC1370, TC1371, TC1395, TC2190, TC2509, TC2582, TC2631, TC2028, TC2029, TC2030, TC2031	The Factory Labelling module has be redesigned and reengineered to meet the following objectives <ul style="list-style-type: none"> • Bring the Factory Labelling in to line with new UI styling • Improve user experience • Improve functionality • Simplify interaction 	FL	○	○	●	●	The UI has been reengineered but core functionality is the same so no contingency needed
IN5261	Integration Tested	An enhancement has been made so the template name used on an artwork is shown in the Assets Attributes screen	DAM	○	○	●	●	This is optional so no contingency required
IN5333	TC2583, TC2586	The Asset Lifecycle function has been updated to all users to include a reason for change in the audit log and the metadata.	AL	○	○	●	●	No contingency required

Phase 2 Deployment to Non production Server - 20th June 2015								
IN4487	TC2637, TC2638	Improvements have been made to read only fields so it is more obvious the content is read only and content cannot be edited	BM	○	○	●	●	No contingency required
IN5285	TC1227	The QA good inwards inspection report has been upgraded so it can now contain the LOT number for the product and the date of the inspection exercise	ScanProof	○	○	●	●	No contingency required
IN5293	TC1227	The ScanTVS function used for goods inwards inspection has been enhanced so users can search on component number, component name and keywords.	ScanProof	○	○	●	●	No contingency required as original search functions will work as previous also
IN5179	To be Integration tested	An enhancement has been made to provide improved information on projects that contain stale assets - this will be in the form of a report that details projects using a stale asset	BM	○	○	○	○	This will be a new report and it will be configurable as to whether the e-mail option is used
IN5287	TC2616, TC2619	In the Brief manager under the Brief Overview tab a user has the option to generate a document using the Advanced option. This option allows collated brief content to be displayed to a client specific layout. Generated results are displayed in a jobs table and this has been enhanced so the document file name is shown in this table	BM	○	○	●	●	No contingency needed as this is adding extra information only

IN5317	TC2627, TC2628, TC2629, TC2630, TC2622, TC2625, TC2626, TC2326	An enhancement has been made to the stale asset update feature. This now means that all assets within a certain type (eg templates) can be updated in one go	BM	○	○	●	●	Existing functionality still works i.e only 1 asset or all stale assets so no contingency needed
IN5175	Integration Tested	If a project contains stale data, the icon will change to make it easier for a user to spot.	BM	○	○	●	●	No contingency needed
IN5286	TC2611, TC1951, TC2003	An enhancement was requested to provide a notification to the ADM upon completion of print activity. This has been incorporated so at the end of the process an email goes to the ADM which will say print activity complete so the user is prompted to close the component.	ADM	○	○	●	●	
IN5135	TC2644, TC1439	An enhancement has been made in the project Wizard so the ability to add new SKUs and components is controlled by a role and is not general to every user who can start a project	BM	○	○	●	●	The change has made this a roles based feature. No contingency needed as the role is either given or not given
RQ763	Integration Tested	Introduction of a Print Proof Approval process KPI report	PPA	○	○	●	●	New report that will be only accessible to users who have the role

IN5042	TC2590	The asset lifecycle function has been amended so documents can be uploaded at other points in the process, not just when the process is initiated	AL	○	○	●	●	Documents can be uploaded at any point but it is not compulsory - no contingency required
IN5282	Tested as Part of redeveloped Asset Lifecycle tool	An issue that was detected where a System Unavailable message was displayed at the end of an asset approval has been addressed in the new version of the Asset Lifecycle tool	AL	○	○	○	○	No contingency required
IN5405	TC2377, TC2378	An extra function has been introduced into the invalid code checker so if invalid codes are used, such as a comma in a component name, the system will flag this up as an issue	AMS	○	○	○	○	No contingency required, this is an automated check function
IN5187	TC2527	An enhancement has been made so it is possible to see an annotations summary report for previous versions of artworks	WM	○	○	●	●	No contingency required, this is an extra option for the user
IN5185	Test Cases TBC	A new feature has been introduced to allow users to conduct find and replace exercises in the project brief. This was specifically introduced so users could change terminology as an example, find any phrase with Doctor in and change to Physician.	BM	○	○	●	●	No contingency required, this is an extra option for the user
IN5178	TC2662, TC2663, TC2664, TC2665, TC2624, TC2483	An improvement has been made to the ADM page so it is now possible to click on a "view tasks" link for a component. Clicking on the link will open a window that shows who has tasks for that component and who has completed tasks for that	ADM	○	○	●	●	No contingency required, this is a user selectable option

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		component						
IN5176	TC2651, TC2652, TC2654, TC2657, TC2667, TC1951, TC2068	An enhancement has been added to provide extra information for artworkers to help them know what content has changed from the last time the artwork was produced. This will take the form of a brief document that will show fields that have been updated since the last process initiation.	WM	○	○	●	●	No contingency required, this is an extra option for the user
IN3732	Integration Tested	A change has been made for password prompts so the cursor is automatically placed in the username and/ or password field and the user can hit the return button instead of clicking ok.	AMS	○	○	○	○	No contingency required
IN5344	TC2115, TC2013, TC2022, TC2521	The batch approval function has been enhanced so users have the ability to add batch comments to selected artworks.	WM	○	○	●	●	No contingency required
IN5331	Integration Tested	The Annotations Summary Report has been enhanced so the component code appears in the header.	WM	○	○	○	○	No contingency required
IN5491	TC2393, TC2394, TC2397, TC2398, TC2399, TC2400, TC2417	An enhancement has been made to improve the ability to place barcodes using the Cascade plug in	Cascade	○	○	○	○	No contingency required
IN3517	TC2660, TC2661	An issue was highlighted where in certain cases the aliasing was not showing in the workflow manager screens. This has been corrected	WM	○	○	○	○	No contingency required
IN5219	Integration Tested	There were some reported issues on the Users Open Tasks report which have been addressed	AMS	○	○	○	○	No contingency required

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IN5435	TC2680, TC2681	A problem was reported where mail notifications weren't available for the final approval/ rejection task has been amended so a notification will now be sent.	WM	○	○	●	●	No contingency required
IN5527	Integration Tested	Some exceptions were reported in the project brief. These have been reviewed and addressed.	BM	○	○	○	○	No contingency required
IN5546	Integration Tested	An issue was identified on the translation Status report where not all translated fields and blank fields were being shown. This has been addressed.	AMS	○	○	○	○	No contingency required