



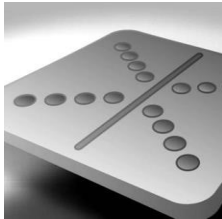
## Software Deployment Risk Matrix

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Customer

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## DOCUMENT CONTROL

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### DOCUMENT HISTORY

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Date	Revision	Change
10 <sup>th</sup> August 2015	0.1	Internal review
11 <sup>th</sup> August 2015	1.0	Customer release
20 <sup>th</sup> August 2015	1.1	IN5700 & IN5710 additional to MyAMSPRO release
27 <sup>th</sup> August 2015	2.0	Updated with final release build

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## 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 5.3.0117.....	5
Risk Assessment for Release 5.3.0117 .....	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:-

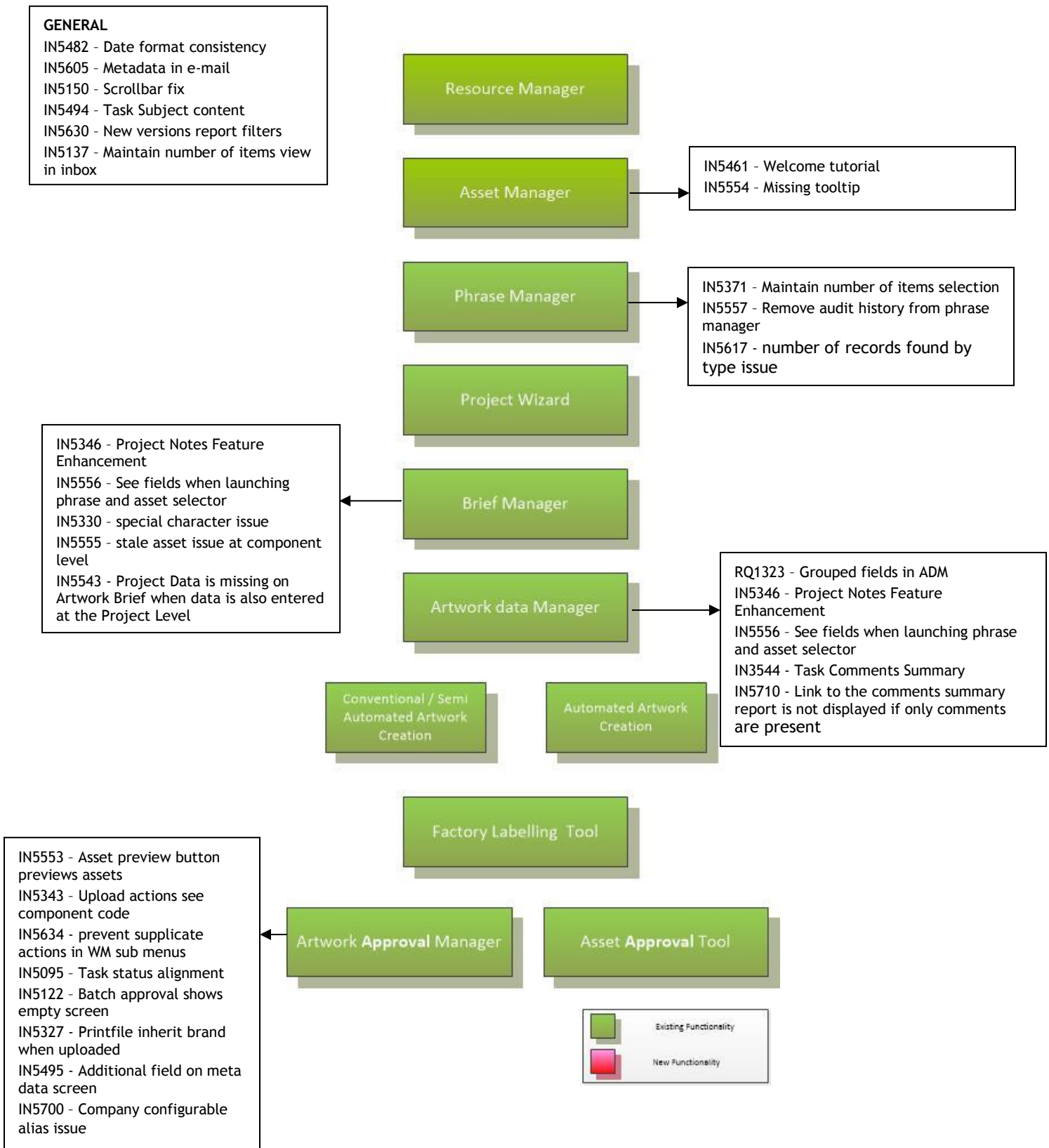
1. How Kallik categorise the level of risk
2. What supplementary action would be required
3. What level of risk is associated to the release. This is shown in detail

## 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> </ul> No change to current working practices
●	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> </ul> No change to current working practice
●	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> </ul> Changes required to current working practice

## Annex 1 – Key Changes for Release 5.3.0117

### AMS 360 Functionality



**Risk Assessment for Release 5.3.0117**

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
RQ1323	TC2704, TC2705, TC2708, TC2709	Enhanced functionality has been introduced into the ADM so users can group fields for artwork being produced using the semi-automated option. The grouped fields will be passed through to the cascade xml file which can then be imported into Adobe Illustrator	ADM	○	○	●	●	This is a user option so no contingency needed
IN5327	TC2714, TC1950	When uploading a printer file, the Brand will automatically be set with the File Upload dialog providing an option to set the Sub-Type using a drop down list	WM	○	○	○	●	No contingency needed
IN5494	TC2683, TC2583, TC2586, TC2023, TC1962	An enhancement has been made to AMS which allows names for inbox tasks to be configured on a per client basis. Clients will have to request changes from Kallik support and the request should be in the format listed below.	INBOX	○	○	●	●	This is a user option so no contingency needed
IN5495	TC2716, TC2717, TC2718, TC2719, TC2720, TC2721	The Asset Detail number has been added to the Metadata screen for Workflow Manager and Annotations Summary report	AMS	○	○	○	○	No contingency needed
IN5630	TC2677	A report exists that allows users to see new	BI	○	○	○	●	No contingency

		versions of assets. An enhancement has been made to add extra filters to the report so users can filter on different asset types.						needed
IN5553	TC2586	An enhancement has been made to the asset preview button in the workflow manager so the asset is actually previewed and not downloaded	WM	○	○	○	●	No contingency needed
IN5482	NA	It was highlighted that there were some inconsistencies in the date format across the AMS modules. This has been improved to make the date format consistent.	AMS	○	○	○	○	No contingency needed
IN5346	TC2385	The project notes email function has been enhanced so ADM users can also be selected so they can be copied in on project notes if applicable	PB, ADM	○	○	○	●	No contingency needed
IN5137	TC2710	An enhancement has been made in the task inbox so if a user selects a set number of items to view then this setting will be remembered should the user navigate away and back to the inbox	INBOX	○	○	○	●	No contingency needed
IN5343	TC2711, TC2142, TC2023	Upload files functions for uploading artworks and files via the file manager task will now display the component code	WM	○	○	○	●	No contingency needed
IN5605	TC2658, TC2191	An enhancement has been introduced to allow metadata fields to be included in e-mail body content. This can be configured by client AMS Administrators	AMS	○	○	●	●	This is a user option so no contingency needed
IN5371	TC2710	The user can select the number of items per page for displaying a number of phrases in the phrase manager. The system has been	PM	○	○	○	●	No contingency needed

		enhanced so this setting is remembered and maintained.						
IN5556	TC478	An enhancement has been made so that when the user launches the asset or phrase selector they can see which field it was launched from.	PB, ADM	○	○	○	●	No contingency needed
IN5461	TC2687	A welcome tutorial has been created for the asset manager so first time users can take a tour around the asset manager functionality	DAM	○	○	○	●	No contingency needed
IN3544	TC1990, TC886	When an automated artwork is rejected the annotations summary report opens in a new tab so that this can be kept open whilst making the changes. This functionality is now present for the Approval Comments.	ADM	○	○	○	●	No contingency needed
IN5543	TC2037	The issue detected where project data was missing in the project brief when creating composite artworks has been rectified	PB	○	○	○	○	No contingency needed
IN5634	TC2068, TC1934, TC1962, TC1951	A change has been made to prevent actions from the sub menu in the workflow manager being submitted more than once	WM	○	○	○	○	No contingency needed
IN5095	TC2480, TC2578	A problem was detected where the status of a task displayed in the approval process was out of sequence with the actual status. This has been rectified.	WM	○	○	○	○	No contingency needed



IN5330	TC968, TC970, TC2507	It has been highlighted that some special characters were causing the system to crash when being entered into data fields. The issue has now been rectified.	PB	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	No contingency needed
IN5122	TC2111, TC2008, TC2009, TC2010, TC2113	Occasionally batch approval tasks would open up an empty screen. This problem has been addressed.	WM	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	No contingency needed
IN5555	TC2713, TC2326	The issue whereby stale assets at component level were not updating properly has been addressed.	PB	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	No contingency needed
IN5557	TC2488	The Approval history report used to be available from the Phrase Manager. This option has now been removed as it is not relevant to this module.	PM	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	No contingency needed
IN5554	NA	A tooltip was missing from the search field in the asset manager. This has been added back in.	DAM	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	No contingency needed
IN5150	TC2698	It was noted that the side scroll bar disappeared if the user zoomed in the browser. This has been rectified	AMS	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	No contingency needed
IN5617	TC2706	A specific scenario resulted in an inaccurate number of results being returned when searching by Type. This is resolved.	PM	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	No contingency needed
IN5700	TC2716, TC2717, TC2718, TC 2719,	An error scenario was possible when the company configurable alias value for 'Asset	AAM	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	No contingency needed

AMS Deployment Risk Matrix

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	TC2720, TC2721	Details No.', replaced the current field name of 'Reference'. This has been rectified.						
IN5710	TC2088, TC2033	Link to the comments summary report is not displayed if only comments are present	ADM	○	○	○	○	No contingency needed