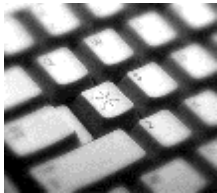


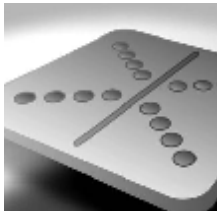


Software Deployment Risk Matrix



Customer

NA



DOCUMENT CONTROL

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Reference Code : SDRM - 040
Revision : 1.1
Issue Date : 23rd September 2015
Author(s) : Quality Manager
Authorizer(s) : Operations Director
Issuer : Quality Manager

DOCUMENT HISTORY

Date	Revision	Change
18 th September 2015	0.1	Internal review
23 rd September 2015	1.0	Customer release
09 th October 2015	1.1	Additional IN from release 5.3.0211 added

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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

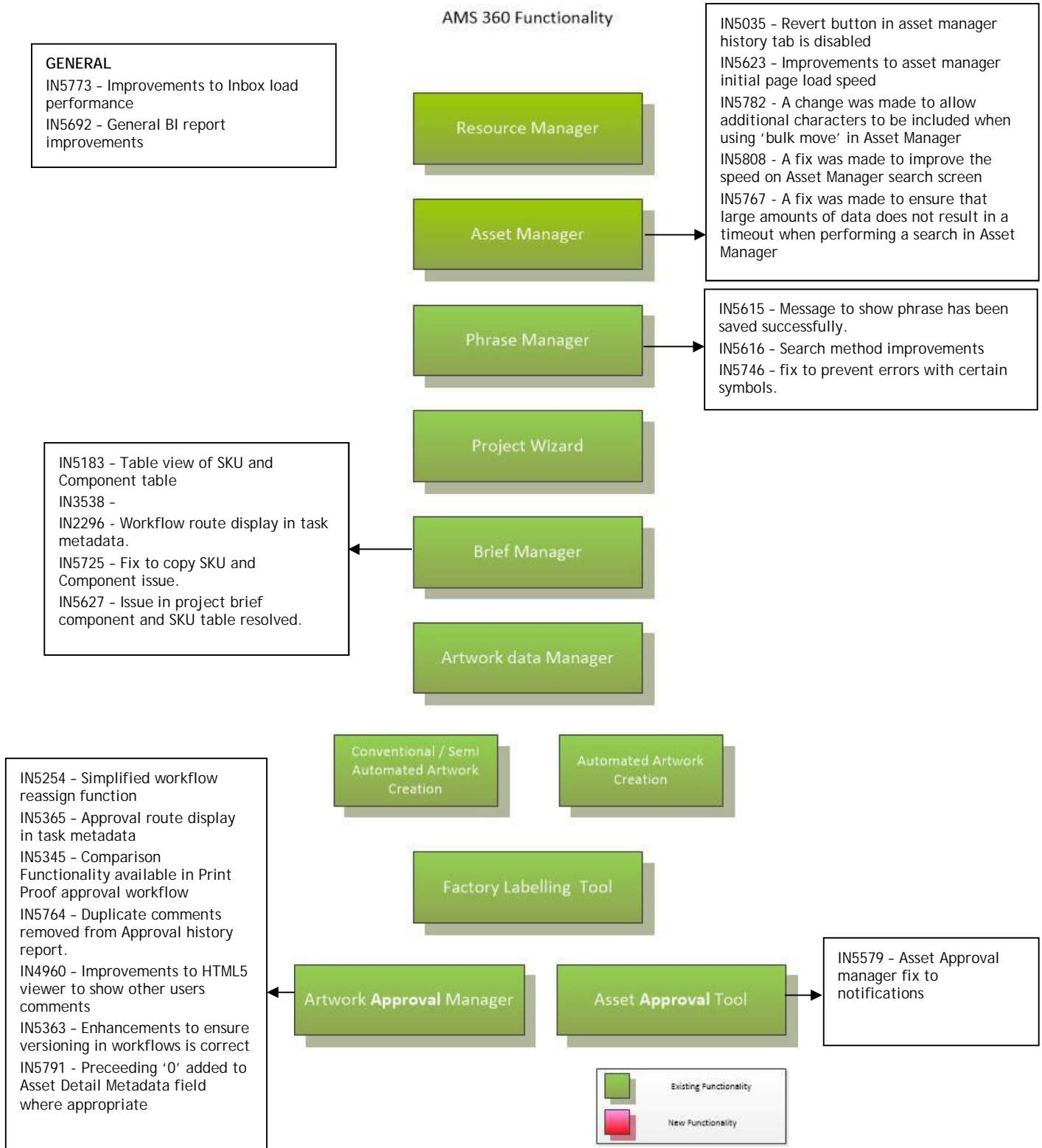
The purpose of the following table is to explain:-

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
i	None	No risk to release	No impact to user
l	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
m	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
h	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 5.3.0211



Risk Assessment for Release 5.3.0211

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
IN5183 nService 6867, 6257	2730, 2732, 2733, 2734, 2735, 2736, 2737, 2738, 2739, 0910, 1889, 2321, 2344	A modification to allow the option of a table view of the component and SKU section of the project brief has been made	BM	i	i	i	i	No contingency needed
IN5254, nService 6632	2748, 2132, 2133, 2134	In the Simplified Workflow, if an artwork is rejected the task will return to the artworker who completed the previous artwork task. (Previously it returned to the user originally selected to complete the task, i.e. it didn't take into account any reassignment)	WM	i	i	i	i	Improvement to existing process so no contingency required
IN5365, nService 7197	2758, 2759, 2760	The Approval Route that has been selected will now be displayed in the meta data section of the tasks	WM	i	i	i	i	No contingency needed
IN5345, nService 6219	0607, 2753, 2755	A change was made to make the comparison tool available at the Print Proof stage	PPA	i	i	i	i	Improvement to existing process so no contingency required
IN2296, nService 5063	2750, 2754, 2756	The Workflow Route that has been selected will now be displayed in the meta data section of the tasks	BM	i	i	i	i	No contingency needed
IN5035,	1806, 1807	The revert button has been disabled until	DAM	i	i	i	i	This is not an

nService 6523		work has been completed to ensure that reverting an artwork also includes correct reverting of the associated project brief						enforced change and is roles based
IN5615, nService 7511	0973, 0974, 0961, 0962, 0972, 0891, 0978	In Phrase Manager a message was added to show that a phrase was successfully saved	PM	i	i	i	i	Improved functionality. No contingency needed
IN5616, nService 7514	2605	In Phrase Manager the tick box on Search was changed to a pick list for Name and Content searches	PM	i	i	i	i	Improved functionality. No contingency needed
IN5764 nService 7715	2749	Duplicated comments are no longer shown in the Full Approval History report	WM	i	i	i	i	No contingency needed
IN5725 nService 7724	2746, 2547	All fields are now copied correctly when using the copy SKU and Component functionality	BM	i	i	i	i	No contingency needed
IN5623 nService 7609, 7651	1569, 0958, 0976, 0986, 0777, 0697, 0647, 2580	A fix was made to increase the speed at which the Asset Manager search screen headers load	DAM	i	i	i	i	No contingency needed
IN5579 nService 7528	2184, 2185	A fix was made in Asset Approvals to ensure that notification was provided to appropriate users upon rejection	WM	i	i	i	i	No contingency needed
IN4960	Regression tested	Annotations added by other users in Daeja are now displayed in a Tooltip	WM	i	i	i	i	No contingency needed
IN5746 nService 7767	2507	A fix was made to Phrase Manager and ADM to prevent an error in the event of a specific set of carriage return and symbols	PM	i	i	i	i	No contingency needed

		being entered						
IN5627, nService 7598	Regression tested	Occasionally users in the project brief have been experiencing a 'Sad Face' or a white screen. The issue causing this has been resolved.	BM	i	i	i	i	No contingency needed
IN5363, nService 7110, 6957, 7653	1947	In certain isolated circumstances, major versions were not being shown correctly in the workflow. This has been rectified.	WM	i	i	i	i	No contingency needed
IN5692, nService 7641	2747	A change was made in the BI module to exclude disabled components from reports detailing active components. This covered the following reports: Active Component Process Stage Load, Adoption, Artwork Activit, Business Category Activity, Regional Activity, All Live Projects (remove component from count in Project Brief items), Translation Status - Project, User Interaction Audit, My Live Items (remove component from count in Project Brief items), My Live Items Status, My Live Items Status Detail	BI	i	i	i	i	No contingency needed
IN5773, nService 7792	2494, 1868	An enhancement has been made to the way that the inbox loads in order to increase performance	INBOX	i	i	i	i	No contingency needed
IN5791,	2716, 2717, 2718	Preceeding '0' added to Asset Detail	WM	i	i	i	i	No contingency

nService 7814		Metadata field where appropriate						needed
IN5782, nService 7823	0780, 2116	A change was made to allow additional characters to be included when using 'bulk move' in Asset Manager	DAM	i	i	i	i	No contingency needed
IN5808, nService 7609	0694, 0697	A fix was made to improve the speed on Asset Manager search screen	DAM	i	i	i	i	No contingency needed
IN5767, nService 7794	Regression tested	A fix was made to ensure that large amounts of data does not result in a timeout when performing a search in Asset Manager	DAM	i	i	i	i	No contingency needed