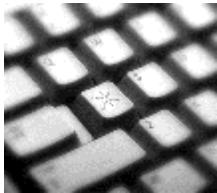


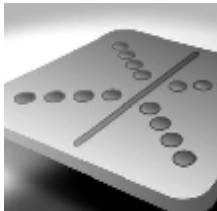


Software Deployment Risk Matrix



Customer

NA



DOCUMENT CONTROL

Copyright © Kallik, 2016

Reference Code : SDRM - 045
Revision : 1.3
Issue Date : 25th April 2016
Author(s) : Software Development Manager
Authorizer(s) : Operations Director
Issuer : Software Development Manager

DOCUMENT HISTORY

Date	Revision	Change
23 rd March 2016	0.1	Internal review
24 th March 2016	1.0	Customer release
29 th March 2016	1.1	Added IN6041
6 th April 2016	1.2	Added IN5906, IN6023, IN6115, IN5971, IN5898
21 st April 2016	1.3	Added IN4955, #8494

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 5.3.5	5
Risk Assessment for Release 5.3.5	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:-

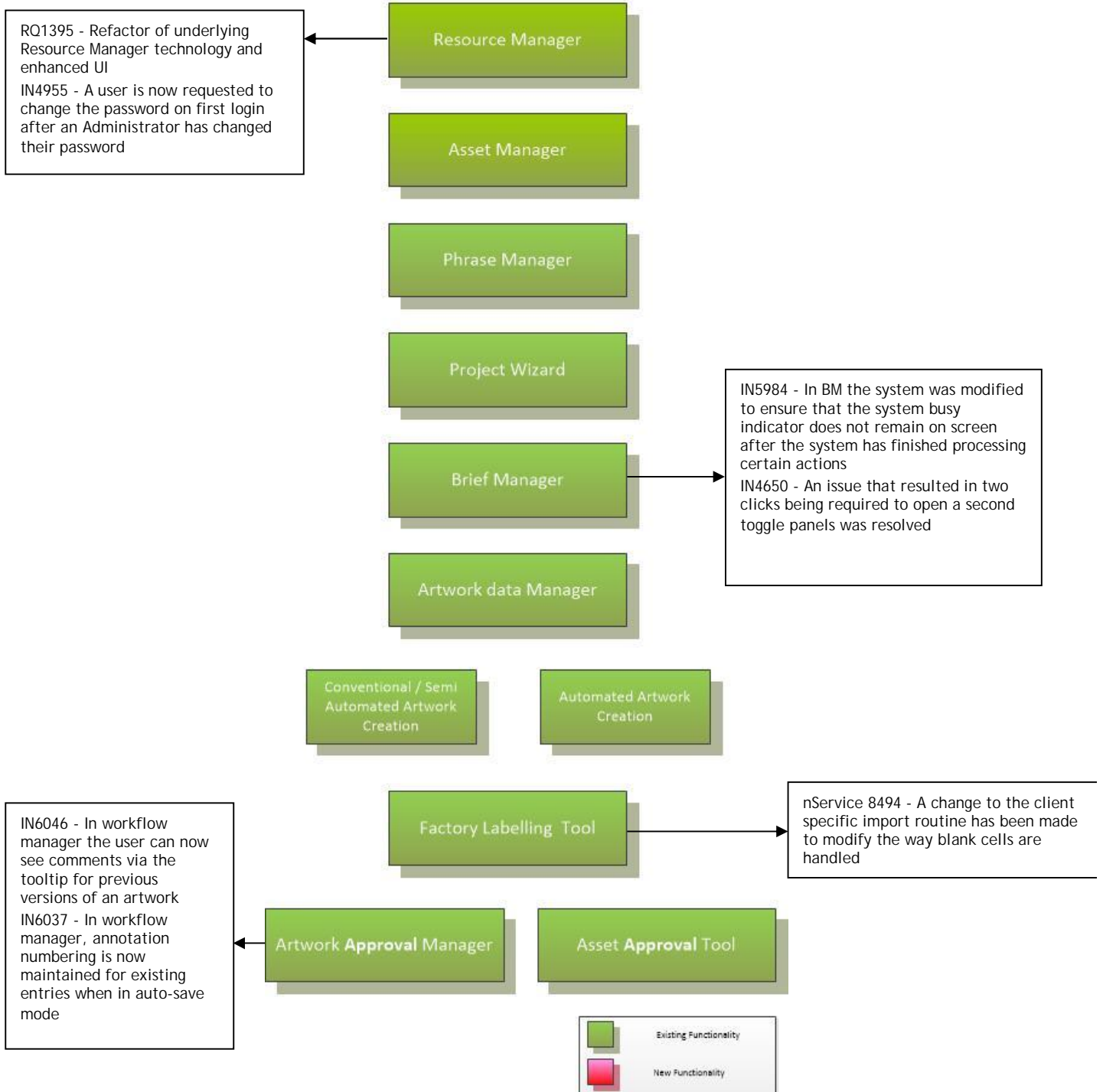
1. How Kallik categorise the level of risk
2. What supplementary action would be required
3. What level of risk is associated to the release. This is shown in detail

Risk Categorisation

Indicator	Risk level	Description	Supplementary
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 5.3.5

AMS 360 Functionality



Risk Assessment for Release 5.3.5

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
IN6046, nService 8365	TC2984, TC2985, TC2840	The user can now see comments via the tooltip for previous versions of an artwork	Daeja	i	i	i	i	No contingency required
IN6037, nService 8439, 8427	TC2929	In the annotations and comments summary screen, annotation numbering is now maintained for existing entries when in auto-save mode	WM	i	i	i	i	No contingency required
IN5984, nService 8352	TC2964	In brief manager the system was modified to ensure that the system busy indicator does not remain on screen after the system has finished processing certain actions	BM	i	i	i	i	No contingency needed
IN4650, nService 8413	TC2964	An issue that resulted in two clicks being required to open a second toggle panels was resolved	BM	i	i	i	i	No contingency needed
RQ1395	TC396, TC404, TC2819, TC406, TC2831, TC393, TC394, TC397, TC399, TC400, TC401, TC398, TC1725, TC408, TC481, TC2807, TC479, TC2805, TC480, TC2806,	Refactor of underlying Resource Manager technology and enhanced UI	RM	i	i	i	i	Previous implementation of Resource Manager can be re-instated should issues of appropriate business impact be identified

	TC2839, TC483, TC484, TC1254, TC485, TC291, TC896, TC295, TC897, TC2384, TC294, TC293, TC555, TC486, TC491, TC556, TC1256							
IN6041, nService 7667	TC2449	Phrase library content report now includes Phrase Name and Phrase Text in the search results and a filter has been added for Sub-Type	BI	i	i	i	i	No contingency needed
IN5906	TC2930, TC2931, TC2934, TC2936, TC2937, TC2079, TC2012, TC2068, TC1934, TC2033, TC1951	Documents associated with previous versions of an asset can now be seen in document review tasks, standard WM tasks, print proof tasks, batch review tasks, batch approval tasks, and via the project management screen	AMS	i	i	i	i	No contingency needed
IN6023, nService 8406	TC2989, TC2799, TC2800	A user can now delete attachments if they have uploaded an attachment	BM	i	i	i	i	No contingency needed
IN6115, nService 8495	TC1751, TC1752, TC1753, TC1754	Removing selling countries during the wizard process when copying projects no longer causes an issue with data levelling	PW	i	i	i	i	No contingency needed
IN5971, nService 8529	TC2354	View Data Summary in Brief Explorer now handles an increased amount of SKUs, Components and data	BE	i	i	i	i	No contingency needed

IN5898, nService 8171		Asset Lifecycle data is now included in Average Approval Cycles and Average Approval Time reports	BI	i	i	i	i	No contingency needed
IN4955, nService 6537	TC2810, TC0686, TC0687, TC2608, TC0689, TC1041, TC1067, TC0690, TC2362, TC0556	A user is now requested to change the password on first login after an Administrator has changed their password	RM	i	i	i	i	No contingency needed
nService 8494		A change to a client specific import routine has been made to modify the way blank cells are handled	FL	i	i	i	i	No contingency needed