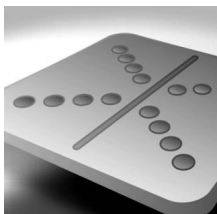




Software Deployment Risk Matrix



Customer NA



DOCUMENT CONTROL

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Reference Code : SDRM - 047
Revision : 0.1
Issue Date : 14th July 2016
Re-Issue Date : 29th July, 2016
Author(s) : Software Development Manager
Authorizer(s) : Operations Director
Issuer : Software Development Manager

DOCUMENT HISTORY

Date	Revision	Change
7 th July 2016	0.1	Internal review
14 th July 2016	1.0	Customer release
19 th July, 2016	1.1	Added IN6245, IN6285
28 th July, 2016	1.2	Added IN6287, IN6134

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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:-

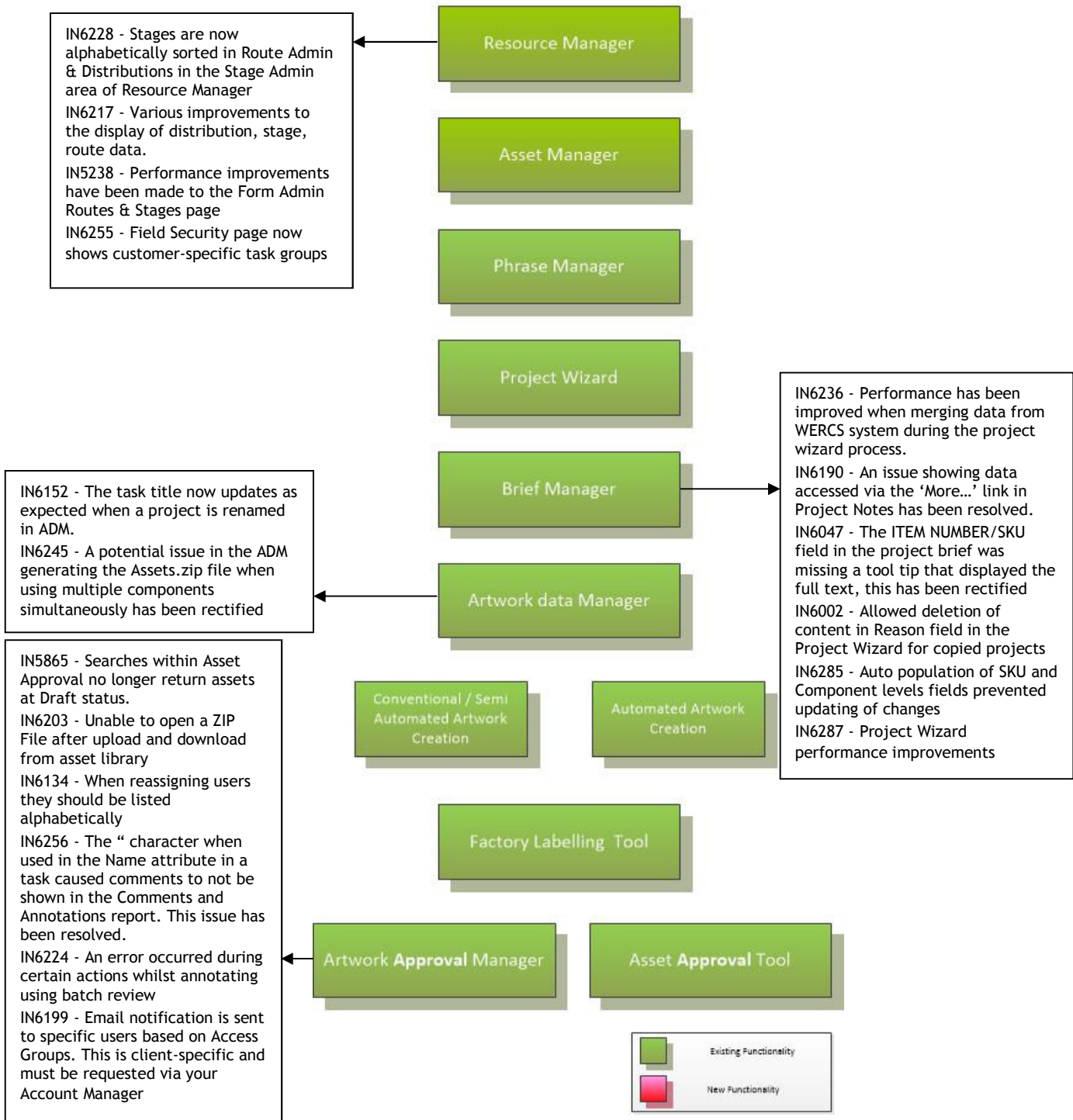
1. How Kallik categorise the level of risk
2. What supplementary action would be required
3. What level of risk is associated to the release. This is shown in detail

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 5.3.0741

AMS 360 Functionality



Risk Assessment for Release 5.3.7

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
IN6228, nService 8803/8725	TC2421	The 'Current Artworks Stored in AMS' report no longer automatically runs on launch to allow users to filter expected data before running large reports	BI	○	○	○	○	No contingency required
IN6208, nService 7837	TC0897	Stages are now alphabetically sorted in Route Admin & Distributions in the Stage Admin area of Resource Manager	RM	○	○	○	○	No contingency required
IN6217, nService 7837	TC0897	Various improvements to the display of distribution, stage, route data	RM	○	○	○	○	No contingency needed
IN5790, nService 7749	TC2421	In the User Information report the "Last Activity" field is now in date format recognised by Excel. Fields without a valid date in them are blank	BI	○	○	○	○	No contingency needed
IN5909	TC3187, TC3257, TC3259, TC3274, TC3273, TC3272, TC2154, TC2155, TC2195, TC2340, TC1816, TC1818	sFTP, PDF support and email notification on failure of transfer of data to target sFTP target when an artwork has been approved. Customer specific.	NA	○	○	○	○	No contingency needed
IN5238, nService 8843	TC0897, TC0293, TC0294, TC0295, TC2384	Performance improvements have been made to the Form Admin Routes & Stages page	RM	○	○	○	○	No contingency needed

IN6236, nService 8827	NA	Performance has been improved when merging data from WERCS system during the project wizard process	BM	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	No contingency needed
IN6190, nService 8659	TC2918, TC2820, TC2921, TC2922, TC2927, TC2941, TC2965, TC2966	An issue showing data accessed via the 'More...' link in Project Notes has been resolved	BM	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	No contingency needed
IN6179, nService 8589	TC2613	Certain filtering scenarios produced an error in the 'Current Artworks Stored in AMS' report, this has been rectified	BI	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	No contingency needed
IN6152, nService 8555	TC3277, TC2061, TC1313	The task title now updates as expected when a project is renamed in ADM	ADM	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	No contingency needed
IN6047, nService 8281	NA	The ITEM NUMBER/SKU field in the project brief was missing a tool tip that displayed the full text, this has been rectified	BM	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	No contingency needed
IN5865, nService 8113	TC2583, TC2590, TC2586	Searches within Asset Approval no longer return assets at Draft status	WFM	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	No contingency needed
IN6203, nService 8603, 8790	TC3295, TC2132, TC2133, TC2134, TC2135	Allow guest companies to successfully open ZIP Files after upload and download from asset library.	WFM	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	No contingency needed
IN6180, nService 8590	TC2570	Additional date format handling functionality added to allow increased flexibility in certain BI reports.	BI	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	No contingency needed
IN6002, nService	TC3205	Allowed deletion of content in Reason field in the Project Wizard for copied projects	BM	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	No contingency needed

8386								needed
IN6134, nService 8465	TC1967, TC1968, TC1966	When reassigning users they should be listed alphabetically	WFM	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	No contingency needed
IN5790, nService 7749	TC2421	The Last Activity field was changed to date format from text	BI	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	No contingency needed
IN5789, nService 7731	TC3296	Asset name and description added to the Lightbox Summary report. Customer specific.	BI	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	No contingency needed
IN6256, nService 8903	TC2527, TC2022	The “ character when used in the Name attribute in a task caused comments to not be shown in the Comments and Annotations report. This issue has been resolved.	WFM	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	No contingency needed
IN6224, nService 8677	TC2113, TC2675, TC3024, TC2010, TC2020, TC2022	An error occurred during certain actions whilst annotating using batch review	WFM	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	No contingency needed
IN6177, nService 8521	NA	Column C in Users Open Tasks report has been extended to prevent name values from spreading across two columns	BI	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	No contingency needed
IN6199, nService 8440	TC3297, TC3298, TC2610, TC2611	Email notification is sent to specific users based on Access Groups. This is client-specific and must be requested via your Account Manager	WFM	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	No contingency needed
IN6255, nService 8794	TC0399, TC2831, TC2999	Field Security page now shows customer-specific task groups	RM	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	No contingency needed
IN6241,	TC1605	Content in the Lightbox summary is now	BI	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	No contingency

AMS Deployment Risk Matrix

nService 8399		ordered by SKU						needed
IN6287, nService 8939	TC1418, TC1420, TC2037, TC2039, TC2040, TC2054, TC2365, TC2366	Project Wizard performance improvements	BM	○	○	○	○	No contingency needed
IN6245, nService 8847	TC2400, TC2987	A potential issue in the ADM generating the Assets.zip file when using multiple components simultaneously has been rectified	ADM	○	○	○	○	No contingency needed
IN6285, nService 8929	TC3376, TC2367, TC2579, TC2326	Auto population of SKU and Component levels fields prevented updating of changes at project level	BM	○	○	○	○	No contingency needed

Appendix

AMS has been upgraded to utilise TLS 1.2 to improve security in addition to TLS 1.0/1.1, SSL v3 support has been removed. TLS 1.2 is supported by Chrome, FireFox and IE10; older versions of IE may require a minor configuration change. Please consult your IT department for further information should you be using an older unsupported browser.