



## Software Deployment Risk Matrix

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Customer

NA

## DOCUMENT CONTROL

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Reference Code : SDRM - 052  
Revision : 1.1  
Issue Date : 25<sup>th</sup> April 2017  
Re-Issue Date : NA  
Author(s) : Software Development Manager  
Authorizer(s) : COO  
Issuer : Software Development Manager

### DOCUMENT HISTORY

Date	Revision	Change
21 <sup>st</sup> April 2017	0.1	Internal review
25 <sup>th</sup> April, 2017	0.2	Improvements to descriptions
25 <sup>th</sup> April, 2017	1.0	Customer release
4 <sup>th</sup> May, 2017	1.1	IN6818, IN6534, IN6801, IN6550

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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:-

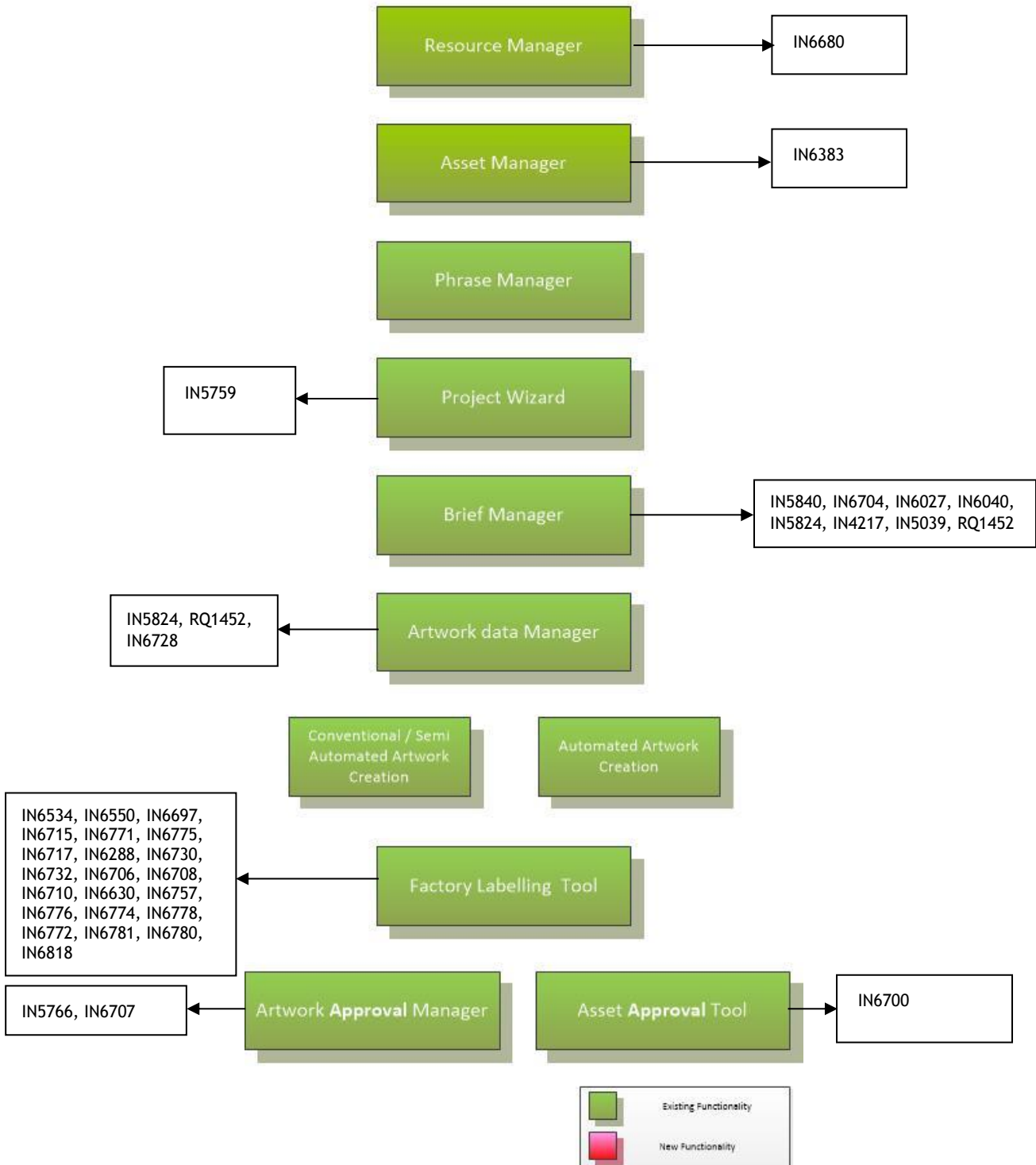
1. How Kallik categorise the level of risk
2. What supplementary action would be required
3. What level of risk is associated to the release. This is shown in detail

## 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"> <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 5.3.12

### AMS 360 Functionality



## Risk Assessment for Release 5.3.12

Kallik Reference #	Test Case Reference #	Description	Linked to Functionality	Risk to				Contingency
				existing data integrity	new data integrity	existing functionality	user	
IN5125, nService 6648	NA	Performance improvement to the inbox when multiple Brief Manager tasks are present	Inbox	○	○	○	○	No contingency required
nService 9870	NA	A change to the Global Country configuration to rename Ukranian to Ukrainian	NA	●	●	○	○	No contingency required
nService 9918	NA	An update to the Global Country Code changed Chilean from CH to CHL.	NA	●	●	○	○	No contingency required
RQ2071	TC3696	This functionality is in the codebase but is not yet available for use by customers. It includes the addition of a rules engine framework .This will be used to apply data and field transformation in the Project Brief and Project set up in a 2018 release.	NA	○	○	○	○	No contingency required
RQ1453	TC3731, TC3732, TC3733, TC3734, TC3735, TC3736, TC3738, TC3739, TC3740, TC3741	To improve security the types of files that can be uploaded into AMS has now been restricted. The list of supported file types is available from support	NA	○	○	○	○	No contingency required
RQ1452	TC3728, TC3730	Additional security added relating to the editing of phrases in the phrase selector. Users can now only edit phrases if they have the canEditTextBM and canEditTextADM roles	PS	○	○	○	○	No contingency required
RQ2083	TC3724	To improve system security the user login details are no longer persisted in cookies.	NA	○	○	○	○	No contingency required
IN6697	TC3698, TC3722, TC3042	FL- In the function of factory labelling, -each customer has a new configuration option that controls the ability to allow or refuse the option to print additional labels relating to an ERP production order once the print job is closed.	FL	○	○	○	○	No contingency required
IN5840, nService 7948	TC1999	BM - The contributor list selector in the project Brief wizard is now ordered by First Name then Last Name.	BM	○	○	○	○	No contingency required
IN6715	TC3750, TC3757	FL - In the function of factory labelling, a new "refresh button" has been provided on the	FL	○	○	○	○	No contingency required

		review page to reset the date calculation start point used in the calculation of the expiry date. This function is available in in Production, Manual and Re-Label modes but not Re-Print mode						
IN6771	TC3746, TC3747	FL - Performance improvements made to the Factory Print functionality.	FL	○	○	○	○	No contingency required
IN6775	TC3748, TC3749, TC3681, TC3682, TC3001	FL - Minimum of 3 labels (configurable) to be printed per order (1 initial validation label, 1 normal label, 1 final validation label). This is configurable per client.	FL	○	○	○	○	No contingency required
IN6631, nService 9600	TC3717	Improved resilience to connections between the AMS system and the Oracle database.	NA	○	○	○	○	No contingency required
IN6704, nService 9621	TC2037, TC2039	BM - The Finished Goods Part Number is now included in the HTML Brief.	BM	○	○	○	○	No contingency required
IN6661	TC2677	BI - The New Asset Version BI report now correctly populates New Version and Previous Version fields when right to left text is used, e.g. Arabic.	BI	○	○	○	○	No contingency required
IN5766	TC2118, TC2119, TC2120, TC2132, TC2133, TC2134, TC2120	WM - In the C4/C5 workflow allocation to Project Manager in a Studio displayed approval routes from the licensee rather than the studio. This has been rectified.	WM	○	○	○	○	No contingency required
IN6027, nService 8414	TC3700, TC0874	BM - Data levelling has been improved for Composite Components to ensure that all data is correctly populated in the HTML Brief.	BM	○	○	○	○	No contingency required
IN6717	TC3681	FL - Labels without a Country Of Origin tag do not show the country in the Label Review screen for an Internal Reprint.	FL	○	○	○	○	No contingency required
IN6288	NA	FL - The exit dialogue is no longer shown when re-printing from a completed order.	FL	○	○	○	○	No contingency required
IN6040, nService 8446	TC3701	BM - A more descriptive error message is now provided to users when attempting to upload an asset with the same name, type and sub-type in the Project Brief	BM	○	○	○	○	No contingency required
IN5824, nService 7711	TC3708	BM and ADM now handle hard returns so text is displayed correctly in the HTML Brief.	BM / ADM	○	○	○	○	No contingency required

IN6730	NA	FL - Data displayed in the Label Search Results Asset Card is now truncated and a tooltip displays the full data.	FL	○	○	○	○	No contingency required
IN6618, nService 9591	TC3729	SI - Increased resilience to SOAP errors in Service Integrator has been implemented.	SI	○	●	●	○	No contingency required
IN6735	NA	BI - A modification has been made to the Average Approval Cycles report to ensure that there is no longer a delay when processing Regions.	BI	○	○	○	○	No contingency required
IN6732, nService 9790	TC3727	FL - In Factory Labelling the Export Data file now contains expiration date as expected in all cases, including when the last label in a particular order does not include an expiry date field.	FL	○	○	○	○	No contingency required
IN6383, nService 9087	NA	DAM - A configuration modification was made to increase the robustness of the thumbnail generation for assets stored in the repository manager.	DAM	○	○	○	○	No contingency required
IN4217	TC1876, TC1470, TC1471, TC1472, TC1476, TC1509, TC1535, TC1536, TC1537, TC1538, TC1751, TC1752, TC1753, TC1754, TC2988	BM - An intermittent issue with data levelling within the Project Brief duplicating data has been resolved.	BM	○	○	○	○	No contingency required
IN6706	TC3581, TC3582	FL - A modification was made to ensure that the ECC200 barcodes generated in the preview are the same size as those generated by the printer.	FL	○	○	○	○	No contingency required
IN6707	TC3472	WM - When clicking the back button from the label review screen an error is no longer generated.	WM	○	○	○	○	No contingency required



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IN5759, nService 7778	TC3718	PW - Archived assets are no longer included when creating variations based on masters in the Project Wizard.	PW	○	○	○	○	No contingency required
IN6708	TC3581, TC3582, TC3635, TC3636, TC3645, TC3646, TC3637, TC3638, TC3639, TC3640, TC3641, TC3642, TC3647, TC3648, TC3665	FL - Check digits at barcode verification stage are now included in the verification functionality.	FL	○	○	○	○	No contingency required
IN6710	TC3584, TC3524	FL - All artworks that match the component reference and revision number are now returned. Previously, if there were multiple matches only one result would be returned.	FL	○	○	○	○	No contingency required
IN6728, nService 9737	TC3716	ADM - Files generated in the ADM now have these invalid characters [ / \ ? : " * < >   ] stripped from the file name rather than being replaced with a '-'.	ADM	○	●	●	○	No contingency required
IN6630	TC3527, TC3496, TC3495, TC3001, TC3016, TC3052, TC3042, TC3028, TC3020, TC3025, TC3027, TC3396	FL - Performance improvements loading the Print History page.	FL	○	○	○	○	No contingency required
IN6757	NA	FL - Country Of Origin information is now displayed on reprints.	FL	○	○	○	○	No contingency required

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IN5039, nService 5585	NA	BM - In the Asset Matrix Selectors, the asterisk that indicates that a field is populated is now checked and removed if the field is not populated when clicking the 'Clear' button.	BM	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	No contingency required
IN6776	TC3529, TC3495	FL - Batch Number and Part Number fields are no longer editable in 'Internal Relabel' mode.	FL	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	No contingency required
IN6774	TC3468, TC3474	FL - Short Part Number is not mandatory in Manual or Internal Relabel mode.	FL	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	No contingency required
IN6778	NA	FL - Artwork label name is now shown in print search results.	FL	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	No contingency required
IN6700, nService 9709	TC3743, TC2026	AA - Required permissions in Document and Artwork Approvals are now also checked against company permissions.	AA	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	No contingency required
IN6680, nService 9678	TC3756	RM - Improved thread security was introduced to prevent incorrect filenames from being assigned when exporting via (s)FTP.	RM	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	No contingency required
IN6770	TC3746, TC3747	When exporting a number of very large XML messages simultaneously low level error messages can be generated, synchronisation was introduced to avoid this message generation.	PP	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	No contingency required
IN6772	TC3529, TC3495, TC3472	FL - A date picker has been introduced for use when selecting a Manufacturing Date this will improve the validity of dates	FL	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	No contingency required
IN6781	NA	FL - When in manual mode and an invalid value is entered into the SLED field an error message is shown and the Save button is not enabled.	FL	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	No contingency required
IN6780	TC3581, TC3582, TC3637, TC3638	FL - the error condition of a barcode being null at the barcode verification stage is now handled.	FL	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	No contingency required
IN6768	NA	BE - 'Select All Data' in the View Data Summary no longer results in javascript being displayed.	BE	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	No contingency required
IN6818	TC3525	FL - Enhanced wrap data facility in history to give clearer and more readable information.	FL	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	No contingency required
IN6534	TC3484, TC3485, TC3565	FL - Setting shelf-life period to "Day" displays set expiry date.	FL	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	No contingency required

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IN6801	N/A	FL - Improved display for Label Contents Details section.	FL	○	○	○	○	No contingency required
IN6550	TC3515	FL - Enhanced Custom Label dialogue functionality across multiple web browsers.	FL	○	○	○	○	No contingency required

## Appendix

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