



Software Deployment Risk Matrix



Customer: N/A

DOCUMENT CONTROL

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28 September 2018	1.0	Customer Release
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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.

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			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

Risk Assessment for Release 5.4.3

Requirement

Kallik Reference #	Test Case Reference #	Description	Linked to Functionality	Risk to				Contingency
				existing data integrity	new data integrity	existing functionality	user	
IN:7037 #9658, #11965, #11731	TC604	BM - The Asset Inspector Comparison tool has been upgraded to a more recent version which offers performance and capacity benefits.	BM	○	○	●	●	
RQ:2575 #7752 #10950	TC1377 TC3024 TC5417 [Full list available on request]	BM - An enhancement to the functionality and performance of the review and approval annotation tool. The following file types are supported: pdf, docx, pptx, jpg, gif, png, tiff, tif, txt, jpeg, pjpeg, ps.	BM	●	●	●	●	
RQ:2429	TC3868	BM - Added Single Sign On Task Authentication functionality to AMS	BM	●	●	●	●	
RQ:1303	TC2025	AMS - Database Naming Consistency &	AMS	●	●	●	●	

	TC2724 TC2723 [Full list available on request]	Rationalization. This change required an update to a number of BI reports.						
RQ:1422	n/a	AMS - An architectural change to the Approvals Module which updated the name to "ams-asset-viewer" to better match the code functionality	AMS	●	●	●	○	
RQ: 2082 #12105	TC3776	AMS - AMS - HSTS settings are now enforced on all SSL web connections.	AMS	○	○	○	●	
RQ:2593	TC5383 TC5387 TC5388 [Full list available on request]	RM - Functionality which enables Admin users to manage company configuration has been added to the Resource Manager	RM	○	○	○	○	
RQ:2675	TC5383 TC5387 TC5388 TC5384 [Full list available on request]	FL - Configurable functionality which enables the user to enter and validate custom serial numbers in the Factory Labelling module	FL	●	●	●	●	

RQ:2644 #11782	n/a	BI - A BI Report has been added which details LOTS printed through the Factory Labelling module	BI	●	●	○	○	
RQ:1379	TC5368 TC5312 [Full list available on request]	PM - Underlying architecture has been introduced in the preparation of an upgrade to the Phrase Manage module in a future release.	PM	○	○	○	○	
IN:7139 #11581	n/a	AMS - A change to a customer specific BI Report to display additional columns	AMS	○	○	○	○	
IN:7348 #12118	TC2723 TC2724 TC2725 TC2726 [Full list available on request]	AMS - Security improvements in the web application have been made to remove possible Clickjacking vulnerabilities	AMS	○	○	○	●	
IN:7349 #12118	TC2723 TC2724 TC2725 TC2726 [Full list available on request]	AMS - Security improvements in the web application have been made to remove verbose HTTP headers	AMS	○	○	○	●	
IN:7347	TC2723	AMS - Security improvements in the web	AMS	○	○	○	●	

#12118	TC2724 TC2725 TC2726 [Full list available on request]	application have been made to set the HTTPOnly and Secure attributes in session cookies.						
IN:7260 #11878	TC2801 TC2802 TC2811 TC2812	BM - A change to the code to add improvements to Copy Fields page rendering was undertaken in the Brief Manager	BM	○	○	○	●	
IN:7194 #11672	TC5324 TC5325	FL - Added optional configuration to the Factory Print module so that Shelf Life data stored against an asset can be presented to the user, and used to calculate variable Expiry Date field.	FL	○	○	○	○	
IN:5867	TC5343	RM - A new validator has been added to the Resource Manager which will execute basic validation when Form Definitions are uploaded to the system	RM	○	○	○	○	
IN:7141 #11585	TC5293	SI - A Change made to the File Exporter so that the XML created will now contain the Asset Version Number.	SI	○	●	○	○	
IN:7407 #12251	n/a	FL - A client specific Run Type in the Factory Labelling module has been developed.	FL	○	○	○	●	

Bug Fixes

Kallik Reference #	Test Case Reference #	Description	Linked to Functionality	Risk to				Contingency
				existing data integrity	new data integrity	existing functionality	user	
IN:5109 #10274	TC1208	ADM - A bug that prevented the image preview pop-up in the ADM from showing has been fixed.	ADM	○	○	○	○	
IN:6966 #10606	TC2449	BI - A bug that caused an error when running the Phrase Library Content Report has been fixed.	BI	○	○	○	○	
IN:7023 #10953	n/a	DAM - A bug which caused search results to not display when a locale is selected has been fixed	DAM	○	○	○	○	
IN:7031 #11003	TC2477 TC2480	PBP - A bug which caused HTML document generation failures in the Project Batch Processor has been fixed.	PBP	○	●	○	○	
IN:7052	TC1335	PM - A user interface display issue in IE11 when linking phrases has been fixed.	PM	○	○	○	○	
IN:7060	TC5068	DAM - A bug which prevented users	DAM	○	○	○	○	

#11214		from downloading Folders from the Asset Manager where the Folders name contained a comma has been fixed.						
IN:7113 #11365	TC1443	AMS - A change to the database interaction code which enables complex queries to return more results	AMS	○	○	○	○	
IN:7149 #11626	TC5330	PM - An bug has been fixed that caused an error when attempting to select certain Types, or Sub-Types in the Admin section of the Phrase Manager.	PM	○	○	○	○	
IN:7176 #11673	TC2343	BM - A bug has been fixed that caused the What's Change report in the Project Brief to crash when filtering on a specific user.	BM	○	○	○	○	
IN:7187 #11588	n/a	AMS - An update to the project import tool has been completed to ensure the Change Order Number handling routine is configurable per customer.	AMS	○	●	○	○	
IN:7222 #11646	n/a	BI - Amended the report Manuscript_Average_Process_Time_Detail to allow for DAY-1, MONTH-1, etc to be used when scheduling.	BI	●	●	○	○	
IN:7236 #11828	TC5357	BM - A bug which causes the Date to be rendered in an incorrect format on	BM	○	○	○	○	

		the What's Changed report has been fixed						
IN:7245 #11798	TC2035	BM - A defect that could cause a duplicate task to be created during the approval process has been corrected.	BM	○	○	○	○	
IN:7391	TC2035	ADM - A user interface bug which caused a blank screen to show when loading the Annotations Summary Report has been fixed in the ADM	ADM	○	○	○	○	
IN:7395 #12485	TC1951 TC1658	DAM - A bug whereby newly added Assets to the Asset Manager are not returned first in the Search results has been fixed in the Asset Manager	DAM	○	○	○	○	
IN:7424	TC5324 TC5325 TC5328 TC5329	FL - A bug which caused an error when calculating Expiry Date and Manufacturing Dates has been fixed	FL	○	○	○	○	
IN:7425	TC5419	FL - A bug which caused an error when generating Barcodes containing serial number at the Printhead has been fixed	FL	○	○	○	○	
IN:7455	n/a	RM - A bug whereby '--No Specific Region--' option was not displayed in the dropdown lists has been fixed	RM	○	○	○	○	
IN:7474	n/a	RM - A bug which prevented audit logs	RM	○	○	○	○	

		updating has been fixed in the new Configuration Manager						
IN:7476	TC3660 TC1338	DAM - A bug in the Configuration Explore Tree has been fixed in the Asset Manager	DAM	○	○	○	○	
IN:7256 #11827	TC5421	BM - An issue in the Field Group Extract routine affecting sequenced image fields has been resolved.	BM	○	●	○	○	
IN:7480 #10961	TC3001 TC3569	FL - An issue with the display of data for the GTIN value has been corrected.	FL	○	○	○	○	
IN:7486 #12486	TC767	DAM - An issue affecting new versions being uploaded a with a space in the name replaced by a control character has been corrected.	DAM	○	○	○	○	
IN:7104 #10755 #11275	n/a	WFM - A defect whereby duplicate tasks can be generated during the approval process stage has been corrected.	WFM	○	○	○	○	
IN:7342 #12044	n/a	AMS - An update to the Database connection routine has been made to ensure that the connection from AMS to the database is automatically restored if there is a network connection issue.	ADM	○	○	○	○	
IN:6850	TC3468,	FL - An issue in the Session Manager	FL	○	○	○	●	

	TC3421, TC3526	that could cause the system to appear unresponsive or block login requests has been resolved.						
IN:7619 #12619	TC3752	DAM - A defect in the Asset Manager search when there is a leading zero in the data has been corrected.	DAM	○	○	○	○	

Appendix

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