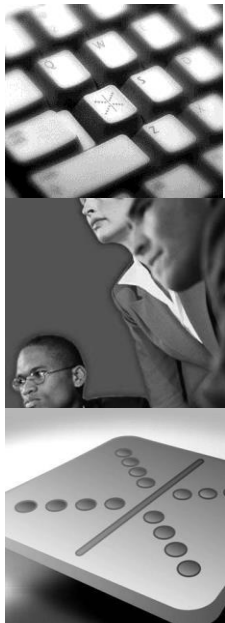




Software Deployment Risk Matrix



Customer: N/A

DOCUMENT CONTROL

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DOCUMENT HISTORY

Date	Revision	Change
08 January 2019	0.1	First Draft
06 February 2019	0.2	Draft updated with Risks
06 February 2019	1.0	Customer Release
12 February 2019	1.1	IN8935; IN7693 Added ; Duplicate entries from 5.4.3 patch 2 release removed
14 February 2019	2.0	Risk matrix reviewed and revised following customer and QA comments
1st March 2019	3.0	Final 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. 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 5.4.4

Requirement

Kallik Reference #	Test Case Reference #	Description	Linked to Functionality	Risk to				Contingency
				existing data integrity	new data integrity	existing functionality	user	
RQ:2719, RQ:2720, RQ:2721, RQ:2722, RQ:2723, RQ:2724, RQ:2725	TC:5320, TC:5481, TC:5514, TC:5516, TC:5517 (Full list is available on request)	FL - New functionality has been added to the Factory Labelling module which adds extra print quantity logic and verification.		●	●	●	●	
IN:5825 #7797	TC:5501	AM - Functionality added which enables the user to add a reason when archiving assets in the Asset Manager.		●	●	●	●	
IN:7574	TC5444	FL - A change to the Tag Processors logging which enables them to conditionally run based on the Factory Print Run Type selected.		○	○	○	○	

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IN:7645	N/A	FL - Improvements have been made to label generation in the Factory Print module.		●	●	●	●	
IN:7680	N/A	FL - A change to the Automated Artwork Generator enabling the creation of left and right aligned barcodes in the Factory Print Module has been made.		●	●	●	●	
IN:7763 #8890	N/A	BI - A change to the Users Open Tasks report in the BI module to add 'Duration' column has been made.		●	●	●	●	
IN:7765 #12039	TC5438	BI - A new Report detailing Artworks Created by a User has been added to the BI module.		●	●	●	●	
IN:7807 #12029	N/A	BI - A change to customer specific BI reports to further enhance Excel sorting and filtering has been made.		●	●	●	●	
IN:8934 #12378	TC3529, TC3496	FL - Additional logging has been added to the Factory Labelling module to help detect and diagnose print issues.		○	○	○	○	
RQ:2697 #11893	TC:5429, TC:5433, TC:5434	RM - Functionality which enables an Admin user to archive and restore Routes, Stages and Distributions has been added to the Resource Manager.		●	●	●	●	
RQ:2589	TC:5404, TC: 5406 TC:5399	RM - Improvements have been made to the Resource Manager audit table to enhance traceability and the user experience.		●	●	●	●	

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	(Full list is available on request)							
RQ:2703	TC:5427	RM - Functionality which enables admin users to make bulk administration changes to the Fields option in Form Admin has been added to the Resource Manager.		●	●	●	●	
RQ:2694 #12039	TC:5438	BI - A new Report added to the BI Module to show the number of Artworks created over a given period of time.		●	●	●	●	
RQ:2614	TC:5462, TC:5463	FL -Optional configuration added whereby a Factory Labelling user can have access to multiple print facilities.		●	●	●	○	
RQ:2683	TC:5445	FL - Functionality which enables a default rotation in the Factory Labelling module has been added.		●	●	●	●	
RQ:2715, RQ:2707 #12220	TC:2477, TC:2478, TC:2479, TC:2480 (Full list is available on request)	PBP -A number of performance and processing improvements has been made to the Project Batch Processor.		●	●	●	●	

Bug Fixes

Kallik Reference #	Test Case Reference #	Description	Linked to Functionality	Risk to				Contingency
				existing data integrity	new data integrity	existing functionality	user	
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.		●	●	●	○	
IN:7355	TC2149	AM - A bug in the Asset Manager which caused it to incorrectly return Content search results for assets recently uploaded has been fixed.		●	●	●	●	
IN:7138 #11544	TC:3503	FL - A bug which caused the print jobs to get stuck in the automated artwork generation queue has been fixed.		●	●	●	○	
IN:7387 #12205	N/A	WM - A bug which prevented tooltips from correctly displaying in the Workflow Manager has been fixed.		●	●	●	●	
IN:7452 #12366	N/A	FL - A bug which caused the Factory Labelling module to enter a loop when searching for Printer Servers and Automated Artwork Generation servers has been fixed.		●	●	●	●	
IN:7481 #12289	TC2682	AM - A bug in the Asset Manager which prevented the full name displaying in a tooltip has been fixed.		●	●	●	●	

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IN:7560	TC295	RM -A bug in the Resource Manager which caused the 'Final Sign Off' option to be enabled when it should be disabled has been fixed.		●	●	●	●	
IN:7618	TC3468	AG - A bug which caused an error to display when logging out of the system whilst an Artwork Generation was taking place has been fixed.		●	●	●	●	
IN:7682 #12064	TC2818	AM - A help file has been removed from the Asset Manager as it was incorrect.		○	○	○	○	
IN:7698 #12857	N/A	AMS - A bug which prevented the Inbox page menu icons displaying correctly in IE11 has been fixed.		●	●	●	●	
IN:7704	N/A	CSM - A bug in the Claims Substantiation Manager which prevented the content of a modal window to load has been fixed.		●	●	●	●	
IN:7757 #9969	TC5437	BI - Changes to BI Reporting terminology to bring inline with current AMS Glossary of Terms.		●	●	●	●	
IN:7761 #13053	TC2488	BI - A change made to the Artwork Status Report as part of the BI module has been made to include 'Effective from' and 'Effective to' columns.		●	●	●	●	
IN:7815	N/A	BI -A bug in the BI module which caused some formatting errors on the Phrase Library Content report has been fixed.		●	●	●	●	
IN:7831 #12753	TC2909	AAM - An intermittent defect relating to scroll bars in the Comparison Tool has been corrected.		●	●	●	●	
IN:7844 #13251	TC692, TC3011	AM - A bug in the Asset Manager which caused Picklist values to be displayed incorrectly in Attributes has been		●	●	●	●	

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		fixed.						
IN:7854 #13292, #12648	N/A	FL - A bug which caused duplicate results to appear in the Factory Labelling module Results screen has been fixed.		●	●	●	●	
IN:7894 #13404	TC2915	RM - A bug in the Repository Manager which prevented the system from matching filenames with different cases, to what is expected, has been fixed.		●	●	●	●	
IN:7898	N/A	CSM - A bug in the Claims Substantiation Manager which prevented the user from Approving an IPD has been fixed.		●	●	●	●	
IN:7919 #13263	TC5515	PM - A bug in the Phrase Manager which caused exports to display Sub Types in the incorrect order has been fixed.		●	●	●	●	
IN:7922 #13460	TC5462	FL - A bug in the Factory Labelling module which caused an error to generate when creating a Manual, Site specific Order has been fixed.		●	●	●	●	
IN:7923 #13460	TC3492	FL - A bug in the Factory Labelling module which caused an error to be generated when searching for a Production Order has been fixed.		●	●	●	●	
IN:8935 #13628 #13482 #13373 #13108	TC:5513	AAM - Fixed an issue with the Annotation Tool that affected the display of text and images in some artworks.		●	●	●	●	
IN:7693 #12669	TC:2107	AM - Additional logging has been added to assist with investigating locked assets in the Asset Manager.		●	●	●	●	

Appendix

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