



Software Deployment Risk Matrix



Customer: N/A



DOCUMENT CONTROL

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DOCUMENT HISTORY

Date	Revision	Change
12th June 2019	0.1	First Draft
2nd July 2019	0.2	Updated risk indicators
4th July 2019	1.0	Client Release
1st August 2019	2.0	A number of additional bugs have been fixed since the Revision 1 notes were published. See Page 23 for details. IN9557 has been removed from the release.
13th August 2019	3.0	A number of additional bugs have been fixed since the Revision 2 notes were published. See page 25 for details

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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

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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 6.2

Requirement

Kallik Reference #	Test Case Reference #	Description	Risk to				Contingency
			existing data integrity	new data integrity	existing functionality	user	
IN9498	N/A	AMS - An enhancement has been made to allow a different logout URL to be applied for clients using SSO authentication. Please contact Customer Success or Kallik Support for more details.	○	○	○	○	
RQ2748	TC5529	AM - An enhancement to the Asset Manager which improves the Approval History Table to show the Approval Time and Date as well as the Upload Time and Date.	●	●	●	●	
RQ3856	TC5600	AM/TE - New functionality whereby Templates opened in the Template Editor will become locked Assets added to the Asset Manager/Template Editor.	●	●	●	●	
RQ3822	TC5489, TC5567	BI - A BI report (Asset Attributes Report) that enables a user to download asset metadata (all types) driven by type, sub-type and attribute selection	○	○	●	●	

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RQ2685	TC5617	BI - A report (Enhanced GTIN Report) that details all factory variable and barcode information associated to a component at the time of print.	○	○	●	●	
RQ3828		BI - New client specific report (Project Progress Report) which enables a user to see which details key information associated with a component, including: the current status, the dates of actions and the duration of specific tasks has been added to the BI.	○	○	●	●	
IN9063	TC5567	BI - A client specific enhancement to BI Report (Factory Print Detail Report) which shows specific Factory Labelling statistics has been made.	○	○	●	●	
IN7788	TC5565	BI - A client specific enhancement to the BI which added the 'Route Last Used' date to a report (Reports Template) has been made.	○	○	●	●	
IN9273		BI - A client specific enhancement to the BI which provided the addition of search filters to a specific report (Factory Print Detail) has been made.	○	○	●	●	
IN9450	TC5607	BI - A client specific enhancement to the BI which shows fields changed after the first time a Project Brief has been fully signed off has been made.	○	○	●	●	
IN9040	TC5610	BI - A new client specific report detailing Print Proof Approval timings has been created.	○	○	●	●	

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RQ3869	TC5398	BM - An enhancement to the Project Brief which allows Missing Translations to be exported in an Excel file has been made.	○	○	○	○	
RQ3794	TC3937, TC3939, TC3938	BM - An enhancement to the Project Brief which consolidates multiple translations associated to a single change to a field in the What's Changed Report has been made.	○	○	●	●	
RQ3886	TC5572	BM - An enhancement to the Project Brief which enables the system to reverse data applied by the Rules Engine if Rule Trigger fields are no longer fulfilling the Rule criteria.	●	●	●	●	
RQ3782	TC5564	BM - An enhancement to the Project Brief which enables users with the appropriate system access to change the Project Name and Description has been made.	○	●	●	●	
RQ3774	TC5588	BM - An enhancement to the Project Brief which highlights fields populated by a Rule has been made.	○	●	●	●	
RQ2657	TC5568	BM - Existing functionality whereby the Project Brief is placed in Read-only mode if it is accessed via the Manage Project Processes screen has been added to the new Brief Manager.	○	○	●	●	
RQ2650	TC:5474, TC:5478, TC:5479	BM - Functionality whereby fields which a user does not have access to are not visible has been added to the new Brief Manager	○	○	●	●	

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RQ3780	TC5592	BM - New functionality added to the Project Brief which provides users the option to remove all associated Regional/Locale phrases from a field when removing the Master phrase.	○	○	●	●	
RQ3772	TC5566	BM - New functionality in the Brief Readiness Check which enables a user to see which fields have been changed since the Sign-Off action was performed added to the Project Brief.	○	○	●	●	
RQ3846	TC5566, TC5180, TC5246	BM - New functionality whereby the Brief Readiness Check will be highlighted if there are any fields requiring attention has been added to the Project Brief.	○	○	●	●	
RQ3827	TC5581	BM - New functionality which enables a user to copy Components from one active Project to another has been added to the Project Brief.	○	○	●	●	
RQ3778	TC5563, TC5594	BM - New functionality which enables a user to copy field values to multiple items in the Project Items Table has been added to the Project Brief.	○	○	●	●	
RQ3852	TC5576	BM - New functionality which enables a user to create new Phrase translations from the Phrase Selector has been added to the Project Brief.	○	○	●	●	
RQ2717	TC5591	BM - New functionality which enables a user to search for a Phrase based on a locale (translation), then select the associated Master Phrase and add this to	○	○	●	●	

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		the field has been added to the Project Brief.					
RQ3762	TC5578	BM - New functionality which enables a user to see a warning for phrase translations which may have become out of date following a change to their Master Phrase has been added to the Project Brief.	○	○	●	●	
RQ2746	TC5594	BM - New functionality which enables a user to see fields populated by the AMS Rules Engine, but not make changes to them has been added to the Project Brief.	○	○	●	●	
RQ3776	TC3947	BM - New functionality which enables a user to see if Stale Data items have been archived has been added to the Project Brief.	○	○	●	●	
RQ3841	TC5588	BM - New functionality which enables a user to see only changes made by the AMS Rules Engine in the What's Changed report has been added to the Project Brief.	●	●	●	●	
RQ3918	TC5613	BM - New functionality which enables a user to select a job to populate a field has been added to the Project Brief.	○	○	●	●	
RQ3843	TC5588	BM - New functionality which enables a user to show and hide User, and AMS Rule Engine changes in the What's Changed report has been added to the Project Brief.	○	○	●	●	
IN9416	TC3934	BM - An enhancement to the Project Brief which displays a UI notification to the user when project notes have been added to the project has been made.	○	○	○	○	

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IN9471		BM - An enhancement to the Project Setup which prevents project names being saved with trailing spaces has been made.	○	○	○	○	
IN9729		BM - An additional check has been added to the PBP import validation to ensure that the import file does not exceed 5MB, which would indicate a malformed sheet.	○	○	●	●	
RQ3873	TC5320, TC5481, TC5514, TC5516, TC5517, TC5518, TC5519, TC5520, TC5521, TC5522, TC5523, TC5557, TC5558, TC5559, TC5560	FL - A client specific enhancement to Factory Labelling which enables the Order Quantity for specific Packaging Levels to be calculated using data received from a third party data source has been made.	○	○	●	●	
RQ3870	TC5320	FL - A client specific enhancement to Factory Labelling which enables the system to control which barcodes are displayed on the Scan and Validate screen based on the Run Type selected has been made.	○	○	●	●	

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IN9280	TC5329, TC5328, TC5574, TC5575	FL - An enhancement to Factory Labelling which enables the system to calculate rounded Expiry, or Manufacturing Dates whilst excluding Leap Year days has been made.	○	○	●	●	
IN7716	TC5309	FL - An enhancement to Factory Labelling which prevents the user from closing a print order before a label has been printed has been made.	○	○	●	●	
RQ3931	TC5368, TC5613	PM - An enhancement to the Phrase Manager which allows a user to access a translation's history through the Manage Translations screen has been made.	○	○	○	○	
RQ3760	TC5561	PM - An enhancement to the Phrase Manager which now displays a warning when the content of a translation phrase may have become outdated following a change to the Master Phrase content has been made.	○	○	●	●	
IN9475	TC5150	PM - An enhancement to the Phrase Manager which displays the Master Phrase when adding or editing a Locale has been made.	○	○	●	●	
IN9474		PM - An enhancement to the Phrase Manager which ensures text added to Phrase Name or Phrase Description wraps around the input field onto the next line has been made.	○	○	○	○	
RQ3885	TC5573	RE - New functionality which enables a user to manually compile rules so that a cached rule set is ready to be used when a	●	●	●	●	

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		Project is started has been added to the Rules Engine.					
RQ3867	TC5582, TC5585	TE - Added ability to access an AMS user account via the Template Editor.	○	○	●	●	
RQ3771	TC5584, TC5585	TE - Added functionality to load client Font Style Maps from AMS directly to the Template Editor	○	○	●	●	
RQ3866	TC5583, TC5585	TE - Added functionality to load client Tag Definitions from AMS directly to the Template Editor	○	○	●	●	
RQ3788		TE - An enhancement to the Template Editor which improves the visibility of tags and fonts available for selection has been made.	○	○	●	●	
RQ3768	TC5586	TE - Functionality allowing users to load Background Traces directly from the Asset Manager to the Template Editor.	○	○	●	●	
RQ3769	TC5603, TC5309	TE - The functionality to generate and preview a template using live label data in the Template Editor.	○	○	●	●	
RQ3767	TC5596, TC5597, TC5598, TC5601, TC5602	TE - The functionality to load and save Templates directly to the Asset Manager from the Template Editor.	○	○	●	●	

Bug Fixes

Kallik Reference #	Test Case Reference #	Description	Risk to				Contingency
			existing data integrity	new data integrity	existing functionality	user	
IN9248	TC697, TC632, TC1365	AMS - A bug in AMS which caused the asset search to slow down has been fixed.	○	○	●	○	
IN9367		AMS - A bug in AMS which caused the prevention of data being sent via SFTP to a specific client has been fixed.	○	○	○	○	
IN9366	TC5590	AMS - A bug whereby SSO users that had been created using a web service were being requested to change their password on first use of the system has been fixed.	○	○	●	○	
IN7737	TC5604	AMS - A bug whereby users logging in via Single Single-on protocols which caused timestamps not to be logged in the users local time has been fixed.	○	○	●	○	
IN9119	TC3468, TC3475, TC3474, TC5431, TC5432, TC3635, TC3636,	AAG - A bug in the AAG which caused an error to occur when calculating the height of Code 39 barcodes has been fixed.	○	○	●	●	

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	TC3001, TC3016, TC3020, TC5259						
IN9575		ADM - A bug in the ADM which caused the Component Stamper to not update approved artwork PDFs has been fixed.	○	○	○	○	
IN7254	TC344, TC1693	ADM - A bug which caused a user interface display issue in the ADM was fixed	○	○	○	○	
IN9314	TC3716	ADM - It is now possible, using configuration, to remove specific characters from component names when using the ADM Export function.	○	○	○	○	
IN9736		ADM - A bug in the ADM which caused Regional Fields from working in-conjunction with "all but lead" in the template (for certain scenarios) has been fixed.	○	○	○	○	
IN9793		ADM - A bug in the ADM which caused an error to occur when making changes to untranslated fields has been fixed.	○	○	○	○	
IN9323	TC767, TC769, TC1045	AM - A bug in the Asset Manager which caused the Reason for Change field to incorrectly be applied to all assets in the Upload Queue has been fixed.	○	○	●	○	
IN9785		AM - A bug in the Asset Manager which was preventing the 'Compare Versions' button from correctly displaying has been fixed.	○	○	○	○	
IN9573	TC5608	BE - A bug in the Brief Explorer which caused a -1 value to appear in the What's Changed report has been fixed.	○	○	○	○	
IN9545	TC5438	BI - A bug in the BI which caused the 'Artworks Created Count Report' to display an incorrect number	○	○	●	●	

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		of artworks has been fixed.					
IN9397	TC293, TC294, TC295	BI - A bug in the BI which caused the BI report 'Report Templates' to show every instance a route was used has been fixed.	○	○	○	○	
IN7676	TC5579	BM - A bug in the Project Setup whereby fields using a semicolon ';' as a delimiter were failing to be added to the Component metadata has been fixed.	○	●	●	●	
IN9228		BM - A bug in the Project Setup which caused an error when a user exited a blank project has been fixed.	○	○	○	○	
IN9268		BM - A bug in the Project Setup which caused Contributors to not display in alphabetical order has been fixed.	○	○	○	○	
IN7826	TC3899	BM - A bug in the Project Setup which caused form definition differences to not be highlighted to the user has been fixed.	○	○	○	○	
IN9344		BM - A bug in the Project Setup which caused regions to be added automatically into a copied project, despite them not being present in the source project has been fixed.	○	○	○	○	
IN9480	TC5446, TC5448, TC5449, TC5066, TC5164, TC5165, TC5166, TC5179	BM - A bug in the Project Brief which caused an error to occur clearing multiple fields in a single action has been fixed.	○	○	○	○	

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IN7005	TC5547, TC2477, TC2480	BM - A bug in the Project Brief which caused an error to occur when a SKU contained a space at the end of its name has been fixed.	○	○	○	○	
IN9265		BM - A bug in the Project Brief which caused child data to remain after parent data is removed has been fixed.	○	○	○	○	
IN9034	TC5313	BM - A bug in the Project Brief which caused content flag placing to be case sensitive has been fixed.	○	○	●	○	
IN9408		BM - A bug in the Project Brief which caused the master phrase not to copy from other components has been fixed.	○	○	○	○	
IN6892		BM - A bug in the Project Brief which caused phrases belong to a Subtype which the current user does not have access to, to return as search results in the Phrase Selector has been fixed.	○	○	○	○	
IN9016		BM - A bug in the Project Brief which caused the Project Views (SKU View, Component View) to load slowly when the Brief contains a large number of Components has been fixed.	○	○	○	○	
IN9360		BM - A bug in the Project Brief which caused the Run Report button on the What's Changed report to be disabled has been fixed.	○	○	○	○	
IN9354		BM - A bug in the Project Brief which caused the search field in the What's Changed to return incorrect results has been fixed.	○	○	○	○	
IN7655	TC3849	BM - A bug in the Project Brief which caused variable tags within translations to fail to populate has been fixed.	○	○	○	○	

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IN9796		BM - A bug in the Project Brief which caused the starting point of labels to be inaccurate and prevent Project Sign-off has been fixed.	○	○	○	○	
IN9466	TC3725	FL - A bug in Factory Labelling which caused barcodes to fail validation in the print flow has been fixed.	○	○	●	●	
IN9477		FL - A bug in Factory Labelling which caused Code 39 barcodes to support uppercase characters only has been fixed.	○	○	●	●	
IN9295	TC5317	FL - A bug in Factory Labelling which caused orders to be duplicated when received from a third party data source has been fixed.	○	○	●	●	
IN9293	TC3492, TC3746	FL - A bug in Factory Labelling which caused print jobs to permanently remain at the submitted stage has been fixed.	○	○	●	●	
IN9483	TC5485	FL - A bug in Factory Labelling which caused preview version of a label, as opposed to the print version of a label to be uploaded to the Asset Manager has been fixed.	○	○	●	●	
IN7804		FL - An investigation in the Factory Labelling module which added extra logging to help determine the root cause of a Printing Sequence issue has been undertaken.	○	○	●	●	
IN9698		PBP - A bug in the Project Batch Processor which caused the system to perform poorly has been fixed.	○	○	○	○	
IN9371		PM - A bug in the Phrase Manager which prevented the Phrase Description field from auto-expanding to show more than 30 characters has been fixed.	○	○	○	○	

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IN9482		PM - A bug in the Phrase Manager which caused a line break to be added when a user copied text from MS Excel has been fixed.	○	○	●	●	
IN9532		PM - A bug in the Phrase Manager which caused a line break to be added when a user copied text from MS word has been fixed.	○	○	●	●	
IN9486	TC5150	PM - A bug in the Phrase Manager which caused empty Locales to indicate translations are present has been fixed.	○	○	●	●	
IN9473	TC5089, TC5101	PM - A bug in the Phrase Manager which caused phrase searches to be carried out on both Phrase Names and Phrase Descriptions has been fixed.	○	○	●	●	
IN9410	TC5555, TC5085	PM - A bug in the Phrase Manager which caused users to be unable to manage translations by region has been fixed.	○	○	●	●	
IN9501		PM - A bug in the Phrase Manager which caused words to be cut off in phrase preview has been fixed.	○	○	○	○	
IN9613		PM - A bug in the Phrase Manager which caused the Active Project Report to fail and return the user to the Administer Phrase Manager tab has been fixed.	○	○	○	○	
IN7617	TC556	RM - A bug in the Resource Manager which caused the system to perform slowly when loading the Users section has been fixed.	○	○	○	○	
IN9451		RM - An enhancement to the Resource Manager which adds the Resource Manager as a selectable	○	○	○	○	

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		option in the Audit Log Application dropdown has been made.					
IN9401	TC2010, TC2014, TC2015, TC3024	WM - A bug in the Workflow Manager which caused a user to see a previous batch review screen when re-entering batch review has been fixed.	○	○	○	○	
IN5793	TC1962	WM - A bug in the Workflow Manager which caused an error to occur when a user added a Reason for Change above 500 characters has been fixed.	○	○	○	○	
IN7929	TC2590, TC2583, TC2586, TC2068, TC2036, TC2041, TC2023, TC2024, TC2017, TC2042, TC2117, TC2159	WM - An issue in the Workflow Manager that could allow duplicate tasks to be created has been resolved.	○	○	○	○	
IN9693	TC3492, TC3468, TC3475, TC3474, TC3529, TC3496, TC3495, TC3001, TC3016, TC3020, TC3025, TC3027,	FL - A bug in Factory Labelling which caused the system to perform slowly when loading the Label Review screen has been fixed.	○	●	○	○	

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	TC3396, TC5320, TC5259, TC5518						
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Additional Items Added Since Release V1.0

Kallik Reference #	Test Case Reference #	Description	Risk to				Contingency
			existing data integrity	new data integrity	existing functionality	user	
IN9793	TC3866, TC5451	ADM - A bug in the ADM which caused an error to occur when making changes to untranslated fields has been fixed.	○	○	○	○	
IN9752	TC2183	BM/ADM - A bug in the Brief Manager which prevented Region and Locale Relationships from persisting to the ADM has been fixed,	○	○	○	○	
IN9829	TC5740, TC2955, TC2480	BM - A bug in the Project Importer which caused Project containing imported Barcode Data to fail to generate correctly in the ADM has been fixed.	○	○	○	○	
IN7876		BM - A bug in the Project Brief which caused fields to lose translations when the AMS Rules Engine is executed has been fixed.	○	○	○	○	
IN9818	TC5572	BM - A bug in the Project Brief which caused an error to occur with Field State	○	○	○	○	

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		Attributes when executing Reverse Rules has been fixed.					
IN9693	TC3492, TC3468, TC3475	FL - A bug in Factory Labelling which caused the system to perform slowly when loading the Label Review screen has been fixed.	○	●	○	○	
N/A	n/a	FL - Additional logging has been added to AMS Factory Labelling to assist ongoing investigation.	○	○	○	○	
IN9886	TC5747	PM - A bug in the Phrase Manager which caused line breaks to be ignored when copying Phrases has been fixed.	○	○	○	○	

Additional Items Added Since Release V2.0

Kallik Reference #	Test Case Reference #	Description	Risk to				Contingency
			existing data integrity	new data integrity	existing functionality	user	
IN7876	TC3968, TC5064	BM - A bug in the Project Brief which caused fields to lose translations when the AMS Rules Engine is executed has been fixed.	○	○	○	○	
IN9748	TC3964, TC3969, TC5297, TC5299, TC5300	BM - An enhancement to the Project Brief which allows users to populate all Translations regardless of Translation access has been made.	○	○	○	○	
IN9894	N/A	BM - A bug in the Project Brief which caused populated mandatory fields to be flagged as empty in the Brief Readiness Report has been fixed.	○	○	○	○	
IN9931	TC3964, TC5297, TC5299, TC5300	BM - A bug in the Project Brief which prevented Blank Translations not populating if data levelling was not selected has been fixed.	○	○	○	○	
IN9936	TC3968, TC5064	BM - A bug in the Project Brief which prevented the Run Rules trigger button from	○	○	○	○	

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		populating Translations has been fixed.					
IN9946	N/A	BM - A customer specific bug in the Project Brief which caused changes to the Clusters in Project Items Table to fail to update on Components has been fixed.	○	○	○	○	
IN9947	TC5581, TC5508	BM - An enhancement to the Project Brief enables the Approved/Active Component import functionality to be role controlled has been made.	○	○	○	○	
IN9875	TC5747	BM - A bug in the Phrase Manager which caused an error to occur when pasting HTML lists into the Text Editor via 'Paste From' has been fixed.	○	○	○	○	
IN9886	TC5747	PM - A bug in the Phrase Manager which caused line breaks to be ignored when copying Phrases has been fixed.	○	○	○	○	
IN9925	TC5747	PM - A bug in the Phrase Manager which caused an additional or space to be added before and after copied text has been fixed.	○	○	○	○	

Appendix

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