



## Software Deployment Risk Matrix

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**Customer:** N/A



## DOCUMENT CONTROL

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## AMS Deployment Risk Matrix

### DOCUMENT HISTORY

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Date	Revision	Change
21st October 2019	2.0	Added IN10162. IN10170 ; IN10040

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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

**Risk Assessment for Release 6.3**

**Requirement**

Kallik Reference #	Test Case Reference #	Description	Risk to				Contingency
			existing data integrity	new data integrity	existing functionality	user	
RQ3876	TC2154, TC2155, TC3187, TC5782, TC5784, TC5785, TC5786, TC5787	AMS - A client specific enhancement to AMS which allows the export of data via FTP to comply with MDR has been made.	○	○	○	○	
RQ3790		AMS - An enhancement to AMS which updates the QR code Library available throughout the system has been made.  <i>This entry is currently undergoing Quality Assurance and may not be released.</i>	○	●	●	●	
RQ3779	TC5156	BE - An enhancement to the Brief Explorer which allows editing of fields a user has access to has been made.	○	○	○	○	
IN9726	TC5607	BI - An enhancement to the BI which added the locale field to the Components Changed After Sign Off report has been	○	○	○	○	

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		made.					
IN10019		BM - An enhancement to the Project Brief which adds tool tips to drop-down list in the PIT has been made.	○	○	○	○	
IN9999		BM - An enhancement to the Project Brief which aligns headers in the What's Changed has been made.	○	○	○	○	
RQ2633	TC:5725, TC:5727, TC:5730, TC:5732, TC:5733, TC:5750, TC:5751	BM - An enhancement to the Project Brief which allows a user to add dynamic fields to a component has been made.	○	●	●	●	
RQ2634	TC:5728, TC:5729,	BM - An enhancement to the Project Brief which allows a user to edit and delete dynamic fields has been made.	○	●	●	●	
IN9563	TC:5031, TC:5032, TC:5039, TC:5043	BM - An enhancement to the Project Brief which allows a user to edit the collation route without having to sign off the Project Brief has been made.	○	●	●	●	
IN9944		BM - An enhancement to the Project Brief which allows parenthesis on descriptions to be configured has been made.	○	○	○	○	
IN9368	TC:3931	BM - An enhancement to the Project Brief	○	○	○	○	



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		which allows the selection of 'ADM User' as an email recipient when creating a Project Note and executing emails from the Brief has been made.					
RQ3853	TC5770, TC5771	BM - An enhancement to the Project Brief which enables users to Quick Upload files, via drag and drop, to the Documents page has been made.	○	●	●	●	
IN9798	TC:5180, TC:5566, TC:5727, TC:5246, TC:5398, TC:5578	BM - An enhancement to the Project Brief which has reduced the time taken to load the Brief Readiness Check has been made.	○	○	○	○	
IN10064		BM - An enhancement to the Project Brief which identifies the file name in upload error messages has been made.	○	○	○	○	
IN9781	TC:5509, TC5510	BM - An enhancement to the Project Brief which increased the visual differences between Enable/Disable toggles has been made.	○	○	○	○	
IN9811	TC:5591	BM - An enhancement to the Project Brief which keeps phrase selectors open after a user has selected 'ADD MASTER' has been made.	○	○	○	●	
IN9614	TC5594	BM - An enhancement to the Project Brief which notifies a user when a field has been locked by a rule has been made.	○	○	○	○	

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IN9038	TC5263	BM - An enhancement to the Project Setup to show an indicator which enables users to quickly identify which Distributions have no Contributors selected has been made.	○	○	○	○	
RQ3978	TC5759	BM - An enhancement to the Project Setup which allows multiple regional variations to be added to a master artwork has been made.	○	●	●	●	
IN9706		BM - An enhancement to the Project Setup which displays a Regions column in the Source Asset table has been made.	○	○	○	●	
IN8943	TC:5737	BM - An improvement to the error message displayed to the user when performing a Subtype lookup as part of the import process has been made.	○	○	○	○	
RQ3840	TC5589, TC5724, TC5741, TC5742, TC5743, TC5745, TC5746	BM - New functionality which enables a user to see changes made to the Project structure in the Project Setup to display in the What's Changed report has been added to the Project Brief.	○	●	●	●	
RQ3966	TC5775, TC5768	FL - A client specific enhancement to AMS which presents 2 new API's for printing has been made.	○	○	○	○	
IN9938	TC:5320, TC:5518, TC:5519	FL - Additional information is now being stored in the database relating to PCV Barcode validation steps to assist	○	○	○	○	

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		troubleshooting. In addition, improvements have been made to the sequencing within the validation and print request process to ensure that all requests are processed in the correct order					
IN10021	TC5783	FL - Additional logging has been implemented to help improve support investigation.	○	○	○	○	
RQ2629	TC5767	FL - New functionality which enables a user to receive site specific email notifications when artworks have been approved has been added to Factory Labelling.	○	○	○	○	
RQ3980	TC5769, TC5774, TC894, TC2394, TC2398, TC5284, TC5324, TC5419	FL - A client specific enhancement to Factory Labelling which allows a user to print ISBT compliant 128 barcodes has been made.	○	●	●	●	
RQ2640	TC2480, TC2481, TC2578	PBP - An enhancement to the Project Batch Processor which hides initial artworks in the Asset Manager until an Artwork has been sent for approval has been made. The artwork initially uploaded is set to archived and then locked when sent for approval	○	●	●	●	

## Bug Fixes

Kallik Reference #	Test Case Reference #	Description	Risk to				Contingency
			existing data integrity	new data integrity	existing functionality	user	
IN9632	TC:2035	ADM - A bug in the ADM which caused an incorrect file to be selected when routing for Approval when the Project contained an attachment with the same name as a Component Code has been fixed.	○	○	○	○	
IN8941		AM - A bug in the Asset Manager which caused the External ID and External Context metadata fields to be replaced when an asset was upversioned has been fixed. Note: this has to be enabled specifically for a customer	○	●	●	●	
IN10003		BI - A bug in the BI which caused the Components Changed After Sign Off report to continuously load has been fixed.	○	○	○	○	
IN9411		BM - A bug in the Phrase Selector which prevented the system showing the full available text has been fixed.	○	○	○	○	
IN9885		BM - A bug in the Project Brief which caused a user to be navigated back to Project Setup when using Go To Field has been fixed.	○	○	○	○	

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IN10070	TC5490	BM - A bug in the Project Brief which caused asterisks to not convert into correct patent numbers within phrases has been fixed. This is client specific.	○	●	○	○	
IN9286		BM - A bug in the Project Brief which caused disabled locales to appear in the Brief Readiness Report has been fixed.	○	○	○	○	
IN9555	TC5469	BM - A bug in the Project Brief which caused incorrect entries in the What's Changed due to minimum font size changes has been fixed.	○	○	○	○	
IN9924		BM - A bug in the Project Brief which caused phrases to be cut off within drop down menus has been fixed.	○	○	○	○	
IN9457	TC:5588	BM - A bug in the Project Brief which caused Rule Trigger Fields which were previously populated by Rules then updated by a user, to incorrectly be labeled as a field changed by Rules in the What's Changed report, has been fixed.	○	○	○	○	
IN9897	TC:5572	BM - A bug in the Project Brief which caused run rules to not be shown when data is copied in the PIT has been fixed.	○	○	○	○	
IN9787		BM - A bug in the Project Brief which caused text in the Project Summary page to remain on a single line and not wrap has been fixed.	○	○	○	○	

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IN9937		BM - A bug in the Project Brief which caused the field description to disappear when an asset/phrase is removed has been fixed.	○	○	○	○	
IN9749		BM - A bug in the Project Brief which caused the number of Regions in a Project to incorrectly display as 0 has been fixed.	○	○	○	○	
IN9530		BM - A bug in the Project Brief which caused the source component to be able to be selected twice has been fixed.	○	○	○	○	
IN9442	TC:3934	BM - A bug in the Project Brief which incorrectly limited the maximum number of characters in Project Notes has been fixed.	○	○	○	○	
IN10005	TC2385	BM - A bug in the Project Brief which prevented the user from excluding ADM users from the Project Notes email list has been fixed.	○	○	○	○	
IN10066		BM - A bug in the Project Brief which prevented What's Changed records from being written when a user publishes in BM2 has been fixed.	○	○	○	○	
IN9768		BM - A bug in the Project Setup which caused a list of users available for a stage to not default to the top of the list when a new stage is navigated to has been fixed.	○	○	○	○	
IN9631	TC5763	BM - A bug in the Project Setup which prevented the	○	○	○	○	

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		user from selecting data imported via an Agile system has been fixed.					
IN9794		BM - A bug in the Project Brief which caused the 'Go to Field' in the Brief Readiness Check to open the incorrect Field Level has been fixed.	○	○	○	○	
IN9932	TC:5247	BM - A client specific enhancement to the Project Setup which has changed a warning message from using 'Zone' to a client specific term has been made.	○	○	○	○	
IN9989		BM - A bug in the Project Brief which caused the user to be unable to view complete phrase names has been fixed.	○	○	○	○	
IN10146	TC:5591	BM - A bug in the Project Brief which caused no specific region translations to be added twice has been fixed.	○	○	○	○	
IN9892	TC3896	FL - A bug in Factory Labelling which caused an error to occur to the Print Job Summary when the Order Quantity was not populated has been fixed.	○	○	○	○	
IN9873	TC5518, TC5320, TC5259, TC5519	FL - A bug in Factory Labelling which caused incorrect serialized data to be included in sample prints has been fixed.	○	○	○	○	
IN9915	TC5518, TC5521	FL - A bug in Factory Labelling which caused print jobs executing the Batch Print Run Type to slow down when validation a large number of labels has been fixed.	○	○	○	○	
IN10089		FL - A bug in Factory Labelling which caused users to be unable to view label metadata has been fixed.	○	○	○	○	

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IN9991	TC5419	FL - A bug in Factory Labelling which caused increased times to loads multiple screen within the module has been fixed.	○	○	○	○	
IN9162	TC:5119, TC:5150	PM - A bug in the Phrase manager which affected phrase previews has been fixed.	○	○	○	○	
IN9626	TC2161, TC2162, TC2402, TC2469	PM - A bug in the Phrase Manager which caused incorrect displaying of German characters has been fixed.	○	○	○	○	
IN9957	TC5298	PM - A bug in the Phrase Manager which caused right to left text to be displayed in the wrong orientation has been fixed.	○	○	○	○	
IN9434		PM - A bug in the Phrase Manager which prevented the user from collapsing the Types in the left hand tree has been fixed.	○	○	○	○	
IN10034		PBP - A bug in the Project Batch Processor which caused spaces in blank cells to slow down validation has been fixed.	○	○	○	○	
IN9997	TC5780	RE - A bug in the Rules Engine which caused a conflict between translatable and untranslatable field population has been fixed.	○	●	●	○	
IN6974	TC5788	SI - A bug in the Service Integrator which prevented the meta data being copied from parent Components to child Components has been fixed.	○	●	○	○	
IN9121	TC3441, TC5755	SI - A client specific bug that allowed assets that hadn't been created/up-versioned via a project to be passed to the Service Integrator processing queue	○	○	○	○	



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		has been fixed.					
IN9850	TC5748	WM - A bug in the Workflow Manager which caused an error to occur if a Print Proof type or subtype has a permission set against it has been fixed.	○	○	○	○	
IN9920	TC2014	WM - A bug in the Workflow Manager which caused Artwork Previews to render incorrectly in Batch Approval has been fixed.	○	○	○	○	
IN7796	TC2034, TC2035	WM - A bug in the Workflow Manager which caused tasks associated to deleted Components to persist and not be deleted has been fixed.	○	○	○	○	
IN10162	TC3499	Service Integrator - An enhancement to the Service Integrator which allows outgoing connections to be performed in TLS1.1 or higher has been made	○	○	○	○	
IN10170	n/a	BI - Updated Component Field Value report to correct data missing from the report.	○	○	○	○	
IN10040	TC3001 TC3529	FL - A client specific issue whereby data was not always being loaded in the Label Review screen if data was still being imported has been corrected.	○	○	○	○	

## Appendix

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