



Software Deployment Risk Matrix

DOCUMENT CONTROL

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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 6.4

Requirement

Kallik Reference #	Test Case Reference #	Description	Risk to				Contingency
			existing data integrity	new data integrity	existing functionality	user	
RQ2660	TC:5859 TC:5870 TC:5872 TC:5885	VER - Functionality which enables Single-Sign-On Task for Task Authentication has been added to Veraciti.	○	○	●	●	
RQ4029	N/A	AM - New functionality which enables users to assign a Run Type to the asset Metadata for Factory Labelling Artwork which enables the automatic selection of Run Type when Printing has been added to the Asset Manager.	○	●	●	●	
RQ4058	TC:5474 TC:5760 TC:5761 TC:5762	BM - A client specific enhancement to the Project Setup which allows an overview of the project contents has been made.	○	○	○	○	
RQ4059	TC:5789	BM - A client specific enhancement to the Project Setup which skips the Countries step if countries are already present in the project has been made.	○	○	●	●	
RQ4066	TC:5086	BM - An enhancement to the Project Brief					

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		Asset Selector which enables a user to access Asset Manager Folders and their assets has been made.	○	○	○	○	
RQ3892	TC:5790	BM - An enhancement to the Project Brief which allows the right-hand side of a What's Changed entry to be filtered by locale has been made.	○	○	○	○	
RQ4020	TC:5749	BM - An enhancement to the Project Brief which allows the What's Changed to be filtered so that only changes made by a specific user are shown has been made.	○	○	○	○	
RQ4036	TC:5819	BM - An enhancement to the Project Brief which allows a user to edit and delete dynamic fields has been made.	○	○	○	○	
RQ4037	TC:5792	BM - An enhancement to the Project Brief which shows translations missing a minimum of 1 translation with an amber warning has been made.	○	○	○	○	
RQ4075	TC:5830 TC:5836 TC:5838	BM - An enhancement to the Project Setup which allows users to control task traffic lights more effectively has been made.	○	○	○	○	
RQ3882	TC:5813	BM - Functionality that allows a user to filter results within a what's changed entry detail has been added to the Project Brief.	○	○	○	○	

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RQ4057	TC:5834 TC:5828 TC:5835	BM - New functionality added which enables users to execute Rules as a background task has been added to the Project Brief.	○	○	●	●	
RQ4103	TC:5532 TC:5873	BM - New functionality which enables a user to view translations of a field in a document format has been added to the Project Brief.	○	○	○	○	
RQ4028	N/A	BM - New functionality which enables users to assign a Run Type to components has been added to the Brief Manager.	○	○	○	○	
RQ3891	TC:5798	BM - An enhancement to the Project Brief which allows the What's Changed to be exported has been made.	○	○	○	○	
RQ3791	TC:5860 TC:5862 TC:5863 TC:5867 TC:5869	FL - An enhancement to Factory Labelling which saves, and automatically loads the last used print settings against a component has been made.	○	○	○	○	
RQ4083	TC:5824	FL - New functionality which enables users to reprint the last label when executing a Batch Print has been added to Factory Labelling.	○	○	○	●	

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RQ4046	TC:5842 TC:5844 TC:5846 TC:5848 TC:5850 TC:5851	FL - New functionality which notifies users if labels within the selected Order have been previously printed has been added to Factory Labelling.	○	○	○	●	
RQ4084	TC:5518 TC:5820	FL - New functionality which prints all validation labels in one operation when using Batch Print has been added to Factory Labelling.	○	○	○	●	
RQ4095	TC:5847 TC:5849 TC:5858	RE - Numerous user interface and user experience changes have been made to the Rules Editor.	○	○	○	●	
RQ3900	TC:5803	RM - An enhancement to the Resource Manager which allows users to access the history of a Rule has been made.	○	○	○	●	
RQ3901	TC:5807	RM - An enhancement to the Resource Manager which allows users to access the history of a Rule Set has been made.	○	○	○	●	
RQ4092	TC:3674 TC:3675 TC:3678 TC:3679 TC:3691 TC:3695 TC:5355 TC:5366 TC:5369	RM - An enhancement to the Resource Manager which forces users to input a reason for change when making a change to a Rule Set has been made.	○	○	○	●	

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	TC:5370 TC:5371 TC:5372 TC:5374 TC:5375 TC:5376 TC:5377 TC:5569 TC:5573 TC:5804						
RQ4093	TC:5799	RM - An enhancement to the Resource Manager which identifies Rule change entries in the audit log has been made.	○	○	○	●	
RQ4094	TC:5804	RM - An enhancement to the Resource Manager which identifies Rule Set change entries in the audit log has been made.	○	○	○	●	
RQ4089	TC:5841	RM - An enhancement to the Resource Manager which includes the validation of a Rule Set within the compilation process has been made.	○	○	○	●	
RQ3897	TC:5832 TC:5845	RM - An enhancement to the Resource Manager which notifies the users when an artefact in a Rule is invalid has been made.	○	○	○	●	
RQ:4091	TC:3669 TC:3671 TC:3673 TC:3674 TC:3690	RM - An enhancement to Veraciti which forces users to input a reason for change when making a change to a Rule has been made.	○	○	○	●	

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	TC:3693 TC:5354 TC:5355 TC:5369 TC:5370 TC:5371 TC:5372 TC:5374 TC:5375 TC:5376 TC:5377 TC:5569 TC:5573 TC:5799						
RQ4090	TC:5840	RM - New role controlled (RuleAdministrator) functionality which enables users to manually validate Rule Sets has been added to the Resource Manager.	○	○	○	●	
RQ2678	TC:692	RM - When a new attribute is created in the Resource Manager, it will be defaulted to Shares - No	○	○	○	○	
RQ4070	TC:5856	WM - A configurable enhancement to Factory Labelling which allows users to use Production Run Types from the Print Sample feature has been made. (Client specific configuration required - please speak with your Customer Success team).	○	○	○	●	
RQ4013	TC:2928, TC:5513, TC:2901, TC:2902,		●	●	●	●	

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	TC:2903, TC:2904, TC:2905, TC:2906, TC:2907, TC:2908, TC:2909, TC:2910, TC:2911, TC:2912, TC:2915, TC:2916, TC:2917, TC:2865, TC:2866, TC:2867, TC:2868, TC:2869, TC:2870, TC:2871, TC:2872, TC:2878, TC:2879, TC:2877, TC:2878, TC:2879, TC:2880, TC:2881						
RQ4144	TC5860 TC5862 TC5863 TC5867	FL - A configurable enhancement to Factory Labelling which automatically saves current Printer Settings and loads them for other users has been made.	○	○	●	●	

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	TC5869 TC5915						
IN9862		BI - A client specific enhancement to the BI module to include region filters in multiple reports has been made.	○	○	○	○	
IN10284		BM - An enhancement to the Project Brief which adds a tooltip to the remove icon in the Project Overview has been made.	○	○	○	○	
IN9666	TC:4012 TC:40006	BM - An enhancement to the Project Brief which allows users to search all types in File Selectors and Phrase Selectors has been made.	○	○	○	○	
IN9669		BM - An enhancement to the Project Brief which increased the size of asset thumbnails has been made.	○	○	○	○	
IN9547	TC:5505	BM - An enhancement to the Project Brief which persists default field Types and Sub Types to the Upload New Asset and Create New Phrase modals has been made.	○	○	○	○	
IN9682	TC:5017	BM - An enhancement to the Project Brief which separates individual barcode field changes into multiple entries has been made.	○	○	○	○	
IN9890		BM - An enhancement to the Project Brief which shows template names in the PIT has been made.	○	○	○	○	

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IN9423		BM - An enhancement to the Project Setup and Project Brief which allows user to select Regions and Countries using a double click and enabling the list to retain ordering has been made.	○	○	○	○	
IN9426	TC:3936 TC:5581 TC:5508	BM - An enhancement to the Project Brief which separates PIT features from 'Add items' into individually accessible features has been made.	○	○	○	○	
IN9427	TC:5154	BM - An enhancement to the Project Brief to change the 'View Project Overview' button to better reflect its action has been made.	○	○	○	○	
IN9428		BM - An enhancement to the Project brief has been made the reposition the 'Show Stale Data' toggle to improve user experience has been made.	○	○	○	○	
IN9667	TC:5875	BM - An enhancement to the Project Brief which allows users to search, and filter Region and Locale selector has been made.	○	○	○	○	
IN10014		BM - An enhancement to the Project Brief which changes a field name in the Review Brief to 'Select Document Template' has been made.	○	○	○	○	
IN10322		FL - An enhancement to Factory Labelling to make better use of the available screen real estate has been made.	○	○	○	○	

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INI0323	TC:5877	FL - An enhancement to Factory Labelling whereby additional optional configuration has been added which enables the automatic bypass of the Label Review screen has been made.	○	○	○	●	
INI0324	TC:5877	FL - An enhancement to Factory Labelling Preview and Print screen to make better use of available screen real estate and improve user experience has been made.	○	○	○	●	
INI0111	TC:5794 TC:5795	FL - An enhancement to Factory Labelling supporting tools which logs print requests leaving Veraciti has been made.	○	○	○	○	
INI0315	TC:5876	FL - An enhancement to Factory Labelling which makes the whole asset card on the Search Results page act as a link to load this label for printing has been made.	○	○	○	●	
INI0114		FL - An enhancement to Factory Labelling which now displays an overview of Print Proxy status information in the Print Proxy JMX status page on a clients local print proxy server has been made. This needs to be deployed on a per-proxy basis and will be coordinated by the Kallik Support team.	○	○	●	○	
IN9435	TC:3973	OM - An enhancement to the Object Manager which shows there are notes to view against an ingredient has been made.	○	○	○	○	

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INI0093	TC:2477 TC:2480	PBP - An enhancement to the Project Batch Processor which incorporates the validation stage in the progress bar display has been made.	○	○	○	○	
INI0232		PBP – An enhancement to the Project Batch Processor which adds caching to the ‘Asset Exists’ and ‘Phrase Exists’ checks which are run during the import.	○	○	○	○	

Bug Fixes

Kallik Reference #	Test Case Reference #	Description	Risk to				Contingency
			existing data integrity	new data integrity	existing functionality	user	
INI0180	TC:2489	VER - A bug in Veraciti which caused blank annotations to appear in the Asset Approval History report has been fixed.	○	○	○	○	
IN9285	TC:2928	VER - A bug in Veraciti which caused reviewer comments to not be captured in the Annotations Tool has been fixed.	○	○	○	○	

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IN9804	TC:5797	VER - A bug in Veraciti which caused Tasks to appear twice in a user's inbox when two users reassign to the same user, at the same time has been fixed.	○	○	○	○	
IN7543	TC:1990	ADM - A bug affecting IE users which caused an error to occur when attempting to review Artwork Data has been fixed.	○	○	○	○	
INI0035	TC:5829	ADM - A bug in the ADM which causes right-to-left text to display incorrectly has been fixed.	○	○	○	○	
IN9995	TC:1118	ADM - A bug in the ADM which caused the upload action to be triggered twice when the button was double clicked has been fixed.	○	○	○	○	
INI0319	TC:5874 TC:2477 TC:2480 TC:3438 TC:3439	ADM - A bug in the ADM which caused generation folders to be unaligned with the BOM has been fixed.	○	○	○	○	
INI0186	TC:5861	AM - A bug in the Asset Manager which caused users to be unable to open and view assets when file names contain 'Ö' has been fixed.	○	○	○	○	
INI0399		BI - A client specific bug in the Approved Artworks Report which caused an incorrect number of results to be displayed.	○	○	○	○	

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INI0400	TC:5897	BI - A client specific bug in the Component Status Report which caused unselected MBUs to be shown has been fixed.	○	○	○	○	
INI0401		BI - A client specific bug in the Components Requiring Compliance Review Report which caused no data to display when searching for MBUs with certain data range parameters has been fixed.	○	○	○	○	
IN9370	TC:3667	BI - A bug in the Approved Artworks Without Effectivity Date Report which caused archived artwork to appear as results has been fixed.	○	○	○	○	
INI0047	TC:5825 TC:5826 TC:5827	FL - A bug in the Project Brief which caused an error when print requests were too large has been fixed. A limit of 20,000 labels per print request has been introduced and a warning is displayed to the user if more than 20,000 labels are requested.	○	○	○	○	
IN9492		BM - A bug in the Project Brief which caused thumbnail graphics to be cut off has been fixed.	○	○	○	○	
INI0071	TC:5581	BM - A bug in the Project Brief which caused users to be able to import active components into a disabled SKU has been fixed.	○	○	○	○	
IN9819	TC:3969	BM - A bug in the Project Brief which caused an error to occur when making a new selection of a Master Phrase and Populating Translations has been fixed.	○	○	○	○	

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INI0094		BM - A bug in the Project Brief Phrase Selector title which caused the word 'Set' to appear has been fixed.	○	○	○	○	
INI0124	TC:5017	BM - A bug in the Project Brief which caused any barcodes with trailing white space to fail to generate has been fixed.	○	○	○	○	
INI0242	TC:5853	BM - A bug in the Project Brief which caused the Contents And Patent List Processor to fail has been fixed.	○	○	○	○	
INI0246	TC:52814	BM - A bug in the Project Brief which caused the menu to become unresponsive after importing Components has been fixed.	○	○	○	○	
INI0299		BM - A bug in the Project Setup which caused an error to occur when deselecting the Import Checklist has been fixed.	○	○	○	○	
IN9617	TC:5791 TC:5517	FL - A bug in Factory Labelling which caused an error when Packaging Level Ratios were set to zero has been fixed.	○	○	○	○	
INI0013		OM - A bug in the Object Manager which caused symbols to be incorrectly displayed in approved PDFs has been fixed.	○	○	○	○	

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IN9969	TC:5561	PM - A bug in the Phrase Manager which caused translations that are not out of sync to be included in the export out of sync translations function has been fixed.	○	○	○	○	
IN9791	TC:5294	PM - A bug in the Phrase Manager which caused users to be able to import phrases containing apostrophes has been fixed.	○	●	○	○	
IN9564	TC:5083	PM - A bug in the Phrase Manager which caused the system to fail to show associated Subtype when Searching Types has been fixed.	○	○	○	○	
IN9594		PM - A bug in the Phrase Manager which caused the 'Add' button to become unresponsive when Importing Phrases in Internet Explorer has been fixed.	○	○	○	○	
IN9919	TC:5793	PM - A bug in the Phrase Manager which caused an error to occur when exporting a large number of Phrases has been fixed.	○	○	○	○	
IN9903	TC:5252	PM - A bug in the Phrase Manager which caused ampersands to be displayed as '&' when exporting Phrases has been fixed.	○	○	○	○	
IN10329	TC:5845 TC:5832	RE - A bug in the Rules Engine which caused invalid barcode types in rules to not show an error has been fixed.	○	○	○	○	
IN10189	TC:5786	SI - A client specific bug in the Service Integrator which caused the MDR Project Exporter to encode the XML					

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		export incorrectly has been fixed.	○	○	○	○	
INI0240	TC:5808 TC:5782	SI - A customer specific bug in the Service Integrator which caused the MDR Project Exporter to provide incorrect dates within the XML export has been fixed.	○	○	○	○	
IN9401	TC:2015 TC:2014 TC:3024	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.	○	○	○	○	
INI0458	TC:5910	OM - A bug in the Claims Substantiation Manager which caused long claims to be truncated has been fixed.	○	○	○	○	
INI0479	TC:3973	OM - A bug in the Claims Substantiation Manager which caused notes from a previous claim to persist when a user navigates to another claim has been fixed.	○	○	○	○	
INI0537	TC:5954 TC:5782	SI - A customer specific bug in the Service Integrator which caused the MDR Project Exporter to miss data within the XML export has been fixed.	○	○	○	○	

Appendix

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