

Appendix A: Change Management Matrix

Flow Versioning and Communication Conventions				
EN Item	Schema	FCD	DET	Data Services
How version numbers are denoted	<ul style="list-style-type: none"> • Filename: Name_v[Major].[Minor](_draft[Draft]).xsd • Namespace: http://www.exchangenetwork.net/schema/Flow/Subcategory/[Major] • File location in repository: Flow/Subcategory/[Major]/[Minor] • Built in Schema Version Attribute: [Major].[Minor] • User defined schemaVersion element in Schema and instance files (see summary of DRC requirements in Section 4.1.1 of the Change Management Rules and Procedures document, or refer to the DRCs) 	<ul style="list-style-type: none"> • FCD Title Page and filename: Name_v[Major].[Minor][Rev](_draft[Draft]).doc • Version history tables in FCD • File location in repository: • Currently implemented FCD for the flow goes in: Flow/Subcategory/[Major] • Each old FCD available in: Flow/Subcategory/[Major]/[Minor] 	<ul style="list-style-type: none"> • DET Title Page and filename: Name_v[Major].[Minor][Rev](_draft[Draft]).doc • Version history tables in FCD • File location in repository: • DET for currently implemented schema goes in: Flow/Subcategory/[Major] • Each old DET available in: Flow/Subcategory/[Major]/[Minor] 	<ul style="list-style-type: none"> • Data Service Name: FlowName.GetXByY_v[Major].[Minor]
What is a major change	<ul style="list-style-type: none"> • When any part of the flow undergoes a major version upgrade • Adding new required elements • Making existing optional elements required • Adding new restrictions to existing elements • Significant business changes • Changing the order of elements 	<ul style="list-style-type: none"> • When any part of the flow undergoes a major version upgrade • When an existing Data Service is deprecated, or business rules around use of a service are modified in a non-compatible manner such that existing flow implementations based on the previous FCD could fail 	<ul style="list-style-type: none"> • When any part of the flow undergoes a major version upgrade • Change in data-level business rules that could make transactions based on the previous DET fail 	<ul style="list-style-type: none"> • When any part of the flow undergoes a major version upgrade
What is a minor change	<ul style="list-style-type: none"> • Adding new, optional elements • Existing required elements may be made optional • Restrictions may be loosened, such as eliminating a facet restriction or pattern from an existing element 	<ul style="list-style-type: none"> • When any part of the flow undergoes a minor version upgrade • Adding a new Data Service, or minor upgrade to existing Data Service • Compatible business rule changes that do not affect existing flow implementations 	<ul style="list-style-type: none"> • Minor revision of the schema • Compatible change in data-level business rules that do not affect existing flow implementations 	<ul style="list-style-type: none"> • Minor version change in version of schema used by Data Service
What is a draft change	<ul style="list-style-type: none"> • For drafts of minor version changes, any draft should be compatible with previous final versions of the schema with the same major version number. • A schema can only be in Draft prior to publication of a final version (i.e., schema file without the word 'draft' in its filename). Once the schema is final, any changes must be done with a major or minor version upgrade. 	<ul style="list-style-type: none"> • All changes made prior to publishing document on the EN website 	<ul style="list-style-type: none"> • All changes made prior to publishing document on the EN website 	N/A
What is a revision	<ul style="list-style-type: none"> • No Revisions to schema are allowed once the schema has been published in final form. Any change to final schema must be done with a major or minor version upgrade. 	<ul style="list-style-type: none"> • Any change to a Data Service or business rule that does not require a change to the schema • Clarification / typo correction 	<ul style="list-style-type: none"> • Any change to a Data Service or business rule that does not require a change to the schema • Clarification / typo correction 	N/A
Who can make changes	<ul style="list-style-type: none"> • Flow Owner and designated representatives can make changes 	<ul style="list-style-type: none"> • Flow Owner and designated representatives can make changes 	<ul style="list-style-type: none"> • Flow Owner and designated representatives can make changes 	<ul style="list-style-type: none"> • Flow Owner and designated representatives can make changes to an existing Data Service

Flow Versioning and Communication Conventions (cont.)

EN Item	Schema	FCD	DET	Data Services
Who has to be notified	<ul style="list-style-type: none"> • Pre- and post- change communication with IPT and all flow partners required for any change • Pre-change communication with the entire EN community via Network Alert for major changes, as appropriate • Post-change communication with the entire EN community via the EN website and repository required for major or minor changes, with complete and consistent documentation (see Flow Documentation Checklist) 	[same communication requirements as Schema]	[same communication requirements as Schema]	[same communication requirements as Schema]
Who approves change	NTG through the Schema Conformance Report Review process	Flow Owner	Flow Owner	Flow Owner
Dependent resources that must also be changed	<p>[Major or Minor] - DET, Schema Change Control Spreadsheet, Data Service Names, Flow Version History Tables in FCD, Schema Conformance Report, plus any other Schema documentation (such as a Schema User's Guide, if one exists)</p> <p>[Draft] - None</p>	<p>[Minor] - Flow Version History Tables in FCD</p> <p>[Major] - Flow Version History Tables in FCD, plus Schema and its dependents</p> <p>[Rev] - None</p> <p>[Draft] - None</p>	<p>[Minor] - Flow Version History Tables in FCD</p> <p>[Major] - Flow Version History Tables in FCD, plus Schema and its dependents</p> <p>[Rev] - None</p> <p>[Draft] - None</p>	[Major or Minor] - Flow Version History Tables in FCD, plus Schema and its dependents

EN Standards & Infrastructure Versioning and Communication Conventions

EN Item	Node Functional Specification and Protocol	EN Guidance Documents	Shared EN Services (e.g., NAAS)	Shared Schema Components (SSCs)
How version numbers are denoted	<ul style="list-style-type: none"> • Version information contained in documentation (same as other EN Guidance Documents) and EN WSDL file. 	<ul style="list-style-type: none"> • Document Title Page and filename: Name_v[Major].[Minor][Rev]([_draft Draft]).doc • Version history must be recorded in a change history table. 	<ul style="list-style-type: none"> • Version numbers are noted in supporting documentation (like EN Guidance Documents) and, if applicable, Data Service names, schema, and other flow documentation. 	<ul style="list-style-type: none"> • Filename: SC_componentName_v[Major].[Minor]([_draft Draft]).xsd • File Location in repository: Files in SC/ • Built in schemaVersion Attribute: <schemaVersion=[Major].[Minor]>
What is a major change	<ul style="list-style-type: none"> • A major change is a change to the node specification or protocol, when implemented, is mutually exclusive with the existing EN configuration. If the new node implementation requirements are incompatible with previous specifications, it is a major change. 	<ul style="list-style-type: none"> • A major change is an update that introduces significant new expectations of EN partners, or significantly alters existing guidance. 	[same guidelines as the Node Functional Specification and Protocol]	[same as other schema]
What is a minor change	<ul style="list-style-type: none"> • A minor change to the node specification or protocol is a compatible enhancement or upgrade that does not require changes to the existing node implementation. 	<ul style="list-style-type: none"> • A minor change is a limited update of the document that adds new detail or refines existing guidance without reversing old guidance or substantially changing expectations of EN partners. 	[same guidelines as the Node Functional Specification and Protocol]	[same as other schema]
What is a draft change	<ul style="list-style-type: none"> • All changes made prior to publishing final document on the EN website. 	<ul style="list-style-type: none"> • All changes made prior to publishing final document on the EN website 	<ul style="list-style-type: none"> • All changes made prior to publishing final document on the EN website and making the new service available on the EN. 	[same as other schema]

EN Standards & Infrastructure Versioning and Communication Conventions (cont.)

EN Item	Node Functional Specification and Protocol	EN Guidance Documents	Shared EN Services (e.g., NAAS)	Shared Schema Components (SSCs)
What is a revision	<ul style="list-style-type: none"> • A revision is an clarification or correction to the node specification and protocol documentation. Once a version of the Specification or Protocol has been released, any change to the meaning or intent of the documentation must be done with a major or minor version upgrade. 	<ul style="list-style-type: none"> • Revisions to guidance documents are corrections of grammar, punctuation, etc.; or clarification(s) that do not alter the guidance contained in the document. 	[same guidelines as the Node Functional Specification and Protocol]	[same as other schema]
Who can make changes	<ul style="list-style-type: none"> • EN Governance commissions all revisions to Node Specification and Protocol 	<ul style="list-style-type: none"> • Changes to guidance documents must be commissioned by EN governance and workgroups 	NTG/NOB	NTG/NOB
Who has to be notified	<ul style="list-style-type: none"> • The entire EN community should be notified of changes to the Node Specification and Protocol. • All network partners must be given at least 6 months advance notice for major changes to node specification and protocol. 	<ul style="list-style-type: none"> • When a change to a guidance document is approved, a Network Alert or decision memo will be issued by NOB. The new document must be posted on the EN website. • For major changes (especially those that are incompatible with previous guidance) expectations regarding user implementation and transition must accompany the notification of document approval. 	<ul style="list-style-type: none"> • The entire EN community should be notified of changes to shared EN services. • All network partners must be given at least 6 months advance notice for major changes to share EN services. 	<ul style="list-style-type: none"> • A network alert will be sent out when SSC are upgraded. Any expectations for adoption will be issued by a NOB decision memorandum.
Who approves change	<ul style="list-style-type: none"> • Revisions and Minor version upgrades to the node specification and protocol must be approved by the NOB and fully vetted by the technical community to ensure their compatibility. • Major changes to the Node Specification and Protocol must be approved by the ENLC. 	<ul style="list-style-type: none"> • Guidance document changes must be approved by the group that commissioned them and the NOB or ENLC 	NOB	NOB
Dependent resources that must also be changed	<ul style="list-style-type: none"> • Changes to the Node Specification and Protocol may require changes to a range of network resources. All dependencies must be identified prior to publishing new version of Node Specification or Protocol. 	<ul style="list-style-type: none"> • If a guidance document revision impacts other guidance documents the workgroup that commissioned the original guidance document must undertake revision of the impacted document(s) within 6 months. • If a guidance document depends on development of additional documents, product(s), or resources it will be released as "interim guidance" pending the release of the resources on which it depends. 	<ul style="list-style-type: none"> • All supporting documentation and EN guidance 	<ul style="list-style-type: none"> • Shared Schema Components Usage Guide and Technical Reference