

## Flow Documentation Checklist v2.0

This checklist describes the required flow documentation that must be submitted to the Exchange Network governance by a flow development group and provides information on additional flow documentation that the group can opt to submit. In addition, this checklist provides links to current Exchange Network guidance documents that will help flow development groups prepare the documentation described.

Document	Optional or Required?	Document Description	Document Development Guidance
XML Schema	Required	The formal definition of the structure and format of the data.	<p>Flow developers should refer to the <b><i>Data Exchange Design Guidance and Best Practices</i></b> document for up to date information and best practices for data exchange (flow) design.</p> <p>Specific guidance on schema development can be found in:</p> <ul style="list-style-type: none"> <li>* <b><i>XML Design Rules and Conventions</i></b> document (rules and guidelines for developing schema)</li> <li>* <b><i>Schema Design Tool</i></b> (automated tool used to test XML schema compliance with the XML Design Rules and Conventions)</li> <li>* <b><i>Shared Schema Component Usage Guide and Technical Reference</i></b> documents (guidelines on how to incorporate sharable schema components (SSC) into XML schema. SSC are currently aligned with existing Exchange Network data standards).</li> <li>* <b><i>Guidance on Namespace Organization, Naming, and Schema File Location</i></b> document (guidelines on naming XML schemas to align with the Exchange Network repository structure)</li> <li>* <b><i>Approved Exchange Network Data Standards</i></b> (Exchange Network data standards)</li> <li>* <b><i>Core Reference Model</i></b> document (background information on data groupings that led into SSC development)</li> <li>* <b><i>XML Architecture</i></b> document (background information on four schema design architectures)</li> </ul> <p>Links to all of these documents and tools are available on the Exchange Network website (<a href="http://www.exchangenetwork.net/dev_schema/">http://www.exchangenetwork.net/dev_schema/</a>).</p>
Schema Conformance Report	Required	The document describing the findings resulting from a comparison of the final draft schema against the guidelines for schema design prepared by the Exchange Network governance.	The <b><i>Schema Conformance Report Preparation and Review Process v2.0</i></b> document outlines the Conformance Report Review Process, and provides a template useful for preparing a Schema Conformance Report. Following the Schema Conformance Report Process is required in order to get your schema posted to the Exchange Network website and Repository. This document is available at <a href="http://exchangenetwork.net/dev_schema/">http://exchangenetwork.net/dev_schema/</a> .
Data Exchange Template	Required	The template outlining each data element within the schema along with definitions, validation rules, and example content. This is a more human readable version of the XML schema.	The <b><i>DET Template v1.0</i></b> helps developers prepare a Data Exchange Template (DET) for their flow. The Template includes instructions for its use, and is available at <a href="http://exchangenetwork.net/dev_schema/">http://exchangenetwork.net/dev_schema/</a> .

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Document	Optional or Required?	Document Description	Document Development Guidance
Flow Configuration Document	Required	The principle document which captures the detailed data exchange processing rules governing the data exchange using narrative text, diagrams and examples.	The <b>FCDTemplate v1.0</b> helps developers prepare a Data Exchange Template (DET) for their flow. The Template includes instructions for its use, and is available at <a href="http://exchangenetwork.net/dev_schema/">http://exchangenetwork.net/dev_schema/</a> .
Example XML Instance Document	Required	A sample XML file using the schema developed for the exchange.	Flow developers should provide at least one example XML instance document for each message type supported by the flow. The instance documents must validate against the schema, and, to the extent possible, contain real data values. Since the namespace for new schema will not resolve until the schema is registered in the Exchange Network repository, it is recommended that the example instance document (or documents) be stored in the same directory as the root schema so that the schemaLocation tag can be used to locally reference the schema.
Trading Partner Agreement	Required	The template for data exchange partners to define the rules and commitments of data exchange.	Flow developers should prepare a Trading Partner Agreement (TPA), unless there is an existing agreement governing the terms of the data exchange. Guidelines for preparing a TPA are available in the <b>Trading Partner Agreement Best Practices</b> document (available at <a href="http://www.exchangenetwork.net/exchanges/TPA_Final_Report_Best_Practices.pdf">http://www.exchangenetwork.net/exchanges/TPA_Final_Report_Best_Practices.pdf</a> ).
Change Control Spreadsheet	Required for schema upgrades	The document outlining the version history of the XML schema.	The Change Control Spreadsheet is required for new versions of existing schemas, but not for new schemas. This spreadsheet should provide the following information: <ol style="list-style-type: none"> <li>1. Itemization of changes between each version of the schema (note that this spreadsheet should be cumulative for all version changes in the history of the schema)</li> <li>2. Text descriptions of the changes and the reasoning behind the changes</li> </ol>
XML Schema User's Guide	Optional	The document explaining the usage of the XML schema and any special usage conditions which are not implicit within the schema.	The NTG will develop further guidance on preparing an XML Schema User's Guide. Until this guidance is complete, flow developers can refer to the <b>TRI Schema User's Guide</b> for ideas (available at <a href="http://www.exchangenetwork.net/exchanges/cross/tri.htm">http://www.exchangenetwork.net/exchanges/cross/tri.htm</a> ).
Additional flow tools and/or documentation	Optional	Any additional tools or documentation that would help partners implement the data exchange.	The Network governance suggests that flow developers provide all flow information and implementation tools that they have created for other Network participants to use. These additional tools and documents could include, but are not limited to, SQL scripts, style sheets, and flow support plans.