**Read-Me file for FIX Protocol Gap Analysis Proposal Template r3.3**

**About the Gap Analysis Template document revision 3.3**

The Gap Analysis template document is the template used for submitting proposal to the Global Technical Committee for new feature/functionality, fields, messages, components, enumerations, etc., for consideration.

Each Gap Analysis proposal should be "sponsored" by an existing Committee or Working Group, or a "partner" Association (e.g. Futures Industry Association). The submitter should initially work with a topic area committee or working group (e.g. FX topics should be worked with and reviewed with the Global FX Technical Sub-committee). If you are unsure about which committee or working group is appropriate for you to work with initially or have any questions about using the template, please contact the FIX Program Office, fix@fixtrading.org, and your email will be forwarded to the appropriate people who can help you.

Please save the file in**.docx** format.

**Using the Template**

To use the Gap Analysis Template, all relevant sections must be filled in. At minimum the following sections must be filled in:

Section 1: Introduction

Section 2: Business Requirement

Appendix A: Data Dictionary

It is recommended that a sub-section called "Summary of Proposed Changes" be included as part of Section 1: Introduction.

In a proposal where there are no new messages or components, or changes to existing messages or components (i.e. Sections 5 and 6) are being proposed, do not delete these sections. Retain the section heading and simply delete the tables within the section and include the text "*No changes.*". Same treatment for Section 7 if there are no new message categories being introduced.

For other sections (Section 3 and 4) where there is no content, simply leave the section heading and include the text "*No issues.*" for Section 3 or "*No changes.*" for Section 4. Section 8 is reserved for GTC Project Management use to include specification errata or resolutions for specified JIRA tickets that are to be included as part of the extension pack.

For Appendices B, C and D, if there are no content to be included, simply leave them blank (retaining the section headings). Appendix E is reserved for GTC Project Management to include public comments received and their disposition.

The submitter may include additional Appendices as needed after Appendix E (e.g. any additional background information, reference, requirements/data field mappings, samples, etc.).

**Working with Message and Component Tables**

The template provides skeleton MSWord table formats that can be used as the starting point for message or component tables when proposing new messages or components. It can also be used when enhancing existing components and messages as well. These table format templates are within the respective sections 5 and 6.

If the proposal is for minor enhancements (e.g. adding of a few new fields) to existing messages or components, you may show a snippet of the message or component table being enhanced, by using a convention as shown in the example message table below:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Tag | Field Name | Req'd | Action | Mappings and Usage Comments | FIX Spec Comments |
| 146 | NoRelatedSym | Y |  |  | Number of related symbols (instruments) in Request |
| *<...truncated...>* |
| Component <QuotQualGrp> | N |  |  |  |
| TBD | NegotiationMethod | N | New |  |  |
| 692 | QuotePriceType | N |  |  |  |
| *<...truncated...>* |

Note the illustration of the use of *<...truncated...>* row in between the rows, and showing of the rows before and after where a new field is to be inserted in the example above.

**About Hidden Text**

The Gap Analysis Template document contains instructions on using each of the sections of the document. These are hidden text shown as the green text in the green box.

In MSWord, this text can be hidden or un-hidden by selecting File->Options, then select Display in the pop-up box, and check or un-check the "Hidden Text" option to display the hidden text or not.

**DO NOT TYPE WITHIN THE HIDDEN TEXT AREA**

**About the Cover Page**

The gap analysis template cover page has specific "fields" that need to be filled in. Some of these fields will be "keyed" off of for the document's header in the subsequent pages, therefore please follow the instructions carefully.

* The committee/working group submitting the proposal needs to identify the group in "[committee/wg submitting]" - highlight the text and type over.
* The document title is identified within the square brackets "[document title]"
* Revision Date will contain the date of the current revision within the square brackets (e.g. [November 15, 2005])
* Revision # will contain the revision number within the square brackets (e.g. [Revision 0.1])
* Proposal Status indicates the status of the proposal: Draft, Submitted, Public Comment, Approved. The submitter should only use Draft or Submitted (when submitted to the GTC).

**Page header**

With the exception of the cover page, every page has a header that contains the document title, the file name (left side), Revision Date and Revision # (right side). These are auto-fields where the information is captured from the cover page. It is important that the document title, revision date and number are inserted within the square brackets of the cover page so that the auto-fields will pick up the proper information.

MSWord should automatically update these auto-fields, however, if you need to manually update them do the following:

1. view the header by going to the View menu and select Header and Footer option.
2. the header should come into view (dotted line box)
3. click on the field you want to update and right-mouse click
4. select "Update field" from the menu
5. the field content should be updated

**Document History**

As you revise your proposal document through the iterations within the working group or committee that is reviewing and providing input to the proposal, the Document History table of the template should be filled in. Start the revision number at 0.1 and continue sequentially to 0.9 followed by 1.0 then 1.1 (please avoid using 0.10, 0.11, etc.).

**File naming convention**

The file name of the proposal should be similar to the proposal's document title. The file name should also include the document revision, e.g. if the proposal is revision 0.5 then the file name should include v0.5 prior to the .docx document extension. For example: "RegulatoryTradeIDGrp Enhancement v0.2.docx"