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Title: Proposals for managing the TSG Project Co-ordination Role

Document for: Decision

1. Background

The Service and System Aspects TSG has the responsibility for project co-ordination within 3GPP. This is described in the terms of reference, agreed at TSG-SA#1 as "High level co-ordination of the work performed in other TSGs and monitoring of progress."

This document contains proposals for carrying out the project co-ordination role, and includes consideration of comments arising from an email discussion of an initial draft proposal within TSG-SA.

2. Scope of Project Co-ordination Role

The key objectives of the project co-ordination role in TSG-SA should be to ensure that the work in all four TSGs is co-ordinated, and in particular to ensure that;

there is no overlap of work and there are no gaps between the activities of the TSGs,

the work in each TSG is consistent with the requirements of other TSGs,

dependencies and links between the work in different TSGs are identified,

progress is tracked to ensure that the work programme as a whole is on target,

for 1999, that the 3GPP meets its first objective of producing initial 3rd generation mobile system specifications by end 1999.

It should be noted that this co-ordination is required at high level between TSGs. Each TSG is responsible for the work of its individual Working Groups and for the management and co-ordination within the TSG. Where overlaps or other issues occur, these should be highlighted to the relevant TSGs for resolution.

The PCG has the responsibility for determination of the overall time frame and managing the overall work progress. However, all detailed matters relevant to the work programme and the elaboration of specifications are the responsibility of the TSGs.

3. TSG-SA Activities Required

The following activities should be managed through TSG-SA to achieve the objectives of the project co-ordination role.

3.1 TSG-SA should develop and maintain an overall project programme. This will provide the basis for reviewing and identifying issues related to the progress of the specification work. The project programme should include;

A clear statement of scope for the initial release(s)

A schedule of work deliverables with dates

An overall programme plan with major milestones.

A project support function will be needed to collect and maintain the detailed schedule of work items, across all TSGs. This function should also track dependencies and identify any issues relating to progress for discussion and resolution at TSG-SA.

3.2 TSG-SA should regularly review progress against the programme, using the project support function to facilitate this.

3.3 TSG-SA should also review new work items for consistency with existing work and with the overall project scope. New work items proposed by other TSGs should be checked that they fit with the overall service and architecture requirements defined in TSG-SA. Work items should also be reviewed to ensure that the impact on all relevant subsystems has been identified.

3.4 TSG-SA should provide reports on progress and issues to PCG. It is expected that most issues will be resolved by direct co-ordination between TSGs and that only those problems which cannot be resolved at TSG level will be escalated to PCG.

4. Management of the Project Co-ordination Role in TSG-SA

In order to have full visibility of the progress and issues, the project co-ordination role should be carried out at the TSG level. To manage the work, the following principles are proposed

4.1 The TSG-SA chairman or vice chairman shall take special responsibility for overseeing the project co-ordination role

4.2 A project support team function should be established to create and maintain the project programme, including the status of all technical specifications and reports. In order to ensure good co-ordination between TSGs, this project support should work across all TSGs, in close co-operation with TSG chairmen, to ensure a co-ordinated presentation of issues for decision at TSG level. The project support function should provide regular status reports to each TSG and identify issues to TSG-SA

4.3 Close liaison should be established with Radio Network, Core Network and Terminal TSGs. The Chairman or Vice chairman of each TSG should attend the TSG-SA meetings. They shall be responsible for bringing new work items, issues and progress statements from their respective TSGs to the attention of TSG-SA.

4.4 Consideration should be given to setting up a project management team, comprising TSG chairmen or vice chairmen and a representative from the project support team, to co-ordinate work between TSGs. To avoid additional meetings and travel, this team could meet during the course of TSG-SA meetings.

5. Recommendations and Decisions

TSG-SA is invited to agree to the proposals for managing the project co-ordination role as described above and in particular that;

5.1 these proposals should become the agreed basis for project co-ordination by TSG-SA

5.2 the PCG should be asked to approve the establishment of a project co-ordination support function as described above.

5.3 the agreement of TSG-RAN, TSG-CN and TSG-T is sought for these proposals

5.4. TSG-SA chairman or vice chairman should be appointed to oversee the project co-ordination role