

3GPP TSG-CN  
3GPP TSG-RAN  
3GPP TSG-T  
3GPP TSG-SA  
Meeting #23, Phoenix (USA), March 2004

*Tdoc NP-040115*  
*Tdoc RP-040117*  
*Tdoc TP-040057*  
*Tdoc SP-040060*

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**Source:** MCC  
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**Title:** New Work Item Description (WID) form

**Document for:** TSG SA: approval  
other TSGs: discussion

The WID form has remained essentially unchanged since its introduction early in the life of 3GPP. The discussions at TSGs#22 led to the conclusion that the WID form could be improved to provide a clearer presentation of the salient points, in particular, the target completion date for a feature and the dependencies and relative time relationships of its subordinate building blocks and work tasks.

After considerable discussion within MCC and on the 3GPP "Leaders" e-mail exploder, the attached form is offered.

The intention has been to present important fields whilst minimizing clutter. Note that it is firmly NOT the intention that it be necessary to fill in a WID form for each and every work item, regardless of status: functional decomposition of each "feature" (the term is defined in [21.900](#)) need be taken only as far as is necessary to define its scope and technical implications, as an aid to planning and monitoring its progress. Functional decomposition need not be continued to ever finer detail simply because it is *possible* so to do. The introduction of the new form is not intended to create any more bureaucracy than existed when using the original form. Updates to timescales and degree of completion will not require updates to the WID: they are simply reflected – as now – in the Gantt chart of the work plan.

Following the example of the 3GPP TS and TR boilerplate documents, guidance notes in blue have been incorporated into the form to help when filling it in.

TSG SA is asked to approve this new form, after which any new work items should use it. (There is no need to recast existing WIs to the new format.)

# Work Item Description



## 3rd Generation Partnership Project work item:

*Title: concise, no abbreviations unless very well-known ones:*

<Title>

(date: yyyy-mm-dd)

### 1 Identifiers

*Values furnished by MCC; for revisions, include the allocated values.*

Code		Note: The code is in the form aaaaaaa-bbbbbbb-ccccccc where aaaaaaa = feature code bbbbbbb = building block code within this feature ccccccc = work task code within this building block The code is allocated by the WG Secretary.
UID		Note: The unique identifier (UID) is an integer number which this work item retains throughout its life, and is allocated by the <a href="#">Work Programme Manager</a> .

### 2 Justification

*Why is the work item needed?. For top level work items (Features), justification should be in **commercial** rather than **technical** terms. See guidance in [3GPP TR 21,900](#).*

### 3 Objective

*What is the work item intended to achieve?*

### 4 Impacts

*Put an X in the appropriate boxes. One X per column, leave no column blank!*

Affects:	UICC apps	ME	AN	CN	Other
Yes					
No					
Don't know					

## 5 Expected output and time scales

*Select ONE option only! Work Item may be a*

?? *Feature or*

?? *Building Block or*

?? *Work Task.*

*It cannot be more than one!*

<b>Nature of work item</b>	(select by checking ONE box)
<b>Feature</b>	
<b>Buiding block</b>	
<b>Work Task</b>	

## 5.1 The work item is a Feature

The output of the Feature is the sum of the outputs of its component building blocks.

*Complete the table below **only if the work item is a Feature**.*

*Enter the target date by which this Feature should be frozen.*

*This is a target only. The actual date will be governed by the building blocks which comprise this Feature. A Feature can be frozen only when:*

- ?? any feasibility study is complete; and*
- ?? the stage 1 specification is under change control and is stable (that is, no more CRs are envisaged); and*
- ?? the stage 2 specification is under change control and is stable (that is no more, or very few, CRs are envisaged); and*
- ?? the stage 3 specifications are under change control and are either stable or are envisaged to be stable within six months.*

<b>Freeze target</b>	yyyy-mm	This date will appear as a milestone on the Work Plan. As work progresses, it may be modified: for the latest target date, see the <a href="#">3GPP Work Plan</a> .
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*Now go to clause 6.*

## 5.2 The work item is a Building Block or a Work Task

Complete the table below *only if the work item is a Building Block or a Work Task*.

*For Building Blocks, enter the UID of the parent Feature if known, otherwise the Code, otherwise the latest Tdoc containing the WID, otherwise the Name:*

*For Work Tasks, enter the UID of the parent Building Block if known, otherwise the Code, otherwise the latest Tdoc containing the WID, otherwise the Name:*

Parent Feature / Building Block	
UID	
Code	
Tdoc	
Name	

*In the table below, complete only one row. Each stage needs a separate work item, and there may be several Stages 3. Do not enter expected start dates for stages which are dependent on the previous stage; the Work Plan will automatically provide a start date for these. The development of test specs often depends on the availability of funded resources, but should not start until the corresponding stage 3 specification is stable.*

*In the case of a Building Block which is decomposed into subordinate Work Tasks, leave the table below blank.*

		Expected start date	Expected duration (months) As work progresses, these values may be modified: for the latest target date, see the <a href="#">3GPP Work Plan</a> .	Resulting TR(s) / TS(s) <i>Give number(s) if output is CRs to existing document, else indicate "new". Only use TR for feasibility study.</i>
<b>What stage is the work under this Building Block?</b>  (Complete only <u>one</u> row.)	<b>Feasibility study</b>  <i>Feasibility studies may also be used prior to stages other than 1.</i>	yyyy-mm	To TSG for info in: .....months To TSG for approval: .....months later Stable: .....months later	TR xx.xxx
	<b>Stage 1</b>	<i>Should not start until feasibility study (if any) is under change control.</i>	To TSG for info in: .....months To TSG for approval: .....months later Stable: .....months later	TS xx.xxx
	<b>Stage 2</b>	<i>Should not start until stage 1 is under change control.</i>	To TSG for info in: .....months To TSG for approval: .....months later Stable: .....months later	TS xx.xxx
	<b>Stage 3</b>	<i>Should not start until stage 2 is under change control.</i>	To TSG for info in: .....months To TSG for approval: .....months later Stable: .....months later	TS xx.xxx
	<b>Test spec</b>	yyyy-mm	To TSG for info in: .....months To TSG for approval: .....months later Stable: .....months later	TS xx.xxx

## 6 Rapporteur

*Name and organization. The named individual should check his coordinates held in the Support Team's database at <http://webapp.etsi.org/teldir/PersonalInfo.asp> . The person must represent a 3GPP Individual Member; check these at <http://webapp.etsi.org/3gppmembership/Queryform.asp>.*

## 7 Responsible TSG / WG

### 7.1 Primary responsibility

*TSG/WG primarily responsible for progress. Mention exactly one TSG or WG*

### 7.2 Secondary responsibility

*May also mention TSGs/WGs with secondary responsibility.*

## 8 Supporting Individual Members

*Each work item must be supported by **at least** four organizations which are Individual Members of 3GPP. "Support" means that the organization is willing to participate **actively** in the technical work..*

1. org 1
2. org 2
3. org 3
4. org 4

## 9 Work item description change history

*It is not necessary to update the Work Item Description form to show changes in progress or time scales. These are reflected in the current Work Programme The WID should be updated if there is a substantive change in the nature of the work or in the case where members withdraw their support. Update the history table whenever a revised version is brought to the responsible TSG for approval.*

Date (yyyy-mm-dd)	TSG Tdoc number	Description of change

*form change history*

*DRAFT4 v1.3.0: 2004-03-09: Incorporation of comments from Leaders list*

*DRAFT3 v1.3.0: 2004-02-19: Incorporation of comments from MCC members*

*DRAFT2 v1.3.0: 2004-01-29: Complete redraft:*

*v1.2.0: 2002-07-04: "USIM" box changed to "UICC apps"*