

Source: PCG

Title: Managing the TSG Project Co-ordination Role

Agenda item: 7

Document for:

Decision	X
Discussion	
Information	

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, with TSG-SA functioning as arbitrator to resolve disputes between 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 (this function being delegated to TSG SA by the PCG),
- 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 functions of the project co-ordination of the TSG-SA are:

- Technical Project Monitoring
- Technical Project Management
- Reports and Discussion Co-ordination

The TSG-SA project co-ordination role includes the following activities:

- **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.

- **TSG-SA should regularly review progress against the programme,** using the project support function to facilitate this.
- **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.
- **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 (without the involvement of TSG SA) and that only those problems which cannot be resolved at TSG level will be escalated to PCG.
- **TSG-SA shall provide direction of the technical activities of the secretariat.**

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 shall be carried out by the Service and System Aspects TSG (TSG-SA). To manage this co-ordination work, the following principles will be used:

- A. In principle, the TSG SA will not meet at the same time as other TSGs when performing its project co-ordination role.
- B. At least one representative of TSGs RAN, CN and T and their working groups will attend each TSG-SA meeting when the project co-ordination role is being performed, to report on the activities of their respective TSG. They shall be responsible for bringing new work items, issues and progress statements on work such as specifications and existing work items from their respective TSGs to the attention of TSG-SA.
- C. The TSG-SA will also include reports from its own working groups and facilitate information exchange between those working groups and the other TSGs.
- D. The TSG-SA shall have arbitration responsibility to resolve disputes between TSGs.