

Meeting #23, Phoenix (USA), March 2004

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

Document for: approval

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, on the 3GPP "Leaders" e-mail exploder, and in meeting number 23 of TSGs CN, RAN and T, 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

Throughout this form, guidance notes are given in blue. These should be deleted when submitting the completed form for approval of the work item.

This form is intended also to be used for Study Items used in TSG RAN. The term "work item" as used in this form is intended to apply equally to "study item", and can be changed accordingly in the stock text.



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		<p>Note: The code is in the form aaaaaaa-bbbbbbb-cccccc 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.</p>
UID		<p>Note: The unique identifier (UID) is an integer number which this work item retains throughout its life, and is allocated by the Work Programme Manager.</p>

2 Justification

*Why is the work item(or study item) needed?. For top level work items (Features), justification should be in **commercial** rather than **technical** terms. See guidance in [3GPP TR 21.900](#).*

Mention any related work items (other than hierarchical parents, siblings or offspring within the same Feature).

3 Objective

What is the work item intended to achieve? Mention any service aspects, MMI aspects, charging aspects, security aspects, ... as appropriate.

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 Study Item (RAN only); or*
- *Building Block; or*
- *Work Task.*

It cannot be more than one!

Nature of work item	(select by checking ONE box)
Study Item (TSG RAN)	
Feature	
Buiding block	
Work Task	

5.1 The work item is a Feature (or a Study Item)

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.*

Freeze target	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 3GPP Work Plan .
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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 3GPP Work Plan .	Resulting TR(s) / TS(s) <i>Give number(s) if output is CRs to existing document, else indicate "new". Only use TR for feasibility studies.</i>	WG respons-ible for new TR or TS <i>Leave blank for existing TRs/TSs, since responsibility is already known</i>
What stage is the work under this Building Block? (Complete only <u>one</u> row.)	Feasibility study <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	WG xx
	Stage 1	<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	WG xx
	Stage 2	<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	WG xx
	Stage 3	<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	WG xx
	Test spec	yyyy-mm	To TSG for info in:months To TSG for approval:months later Stable:months later	TS xx.xxx	WG xx

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

v1.4.0: offered to SA#23 for approval

v1.3.0: offered to CN#23, RAN#23 and T#23 for comments

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"