Source:	**MCC**
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Title:	**New Work Item Description (WID) form**
Document for:	**TSG SA: approval** **other TSGs: discussion**

Following the discussions at the previous rounds of TSGs and subsequently on the plenary TSG e-mail exploders, the new WID form was revised and is now again brought for approval at SA#25. Note that further discussion concerning comments made on the SA exploder are anticipated during the review at SA#25.

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. The term "work item" as used in this form is intended to apply equally to "study item", and should 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 **after** approval of the new work item / study item by the responsible TSG; 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 ccccccccc = 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 Work Programme Manager.

The Code value is to be used on the cover sheet of every Change Request relating to this work item.

2 Work Item status

This table should be updated to indicate the actual status of the work item. Mark the current status with an X. A new work item proposal must be initially presented with ì Not approvedî checked.

Not approved	X
Approved and work in progress	
~~Approved and technically complete~~[JMM1]	
Approved and frozen	
Stopped	

3 Reason for this proposal

Indicate the reason for this document. Proposals which have not yet been TSG approved shall use one of the first three boxes. Following TSG approval of revisions a clean version shall be produced with the final box checked. When a new work item is approved the status shall be set to ì Approved and work in progressî .

Create a new Work Item	**X**
Revise the text of a work item without changing its status	
Change the status of the work item (possibly also including revisions to the text). Indicate proposed new status here:	
Clean version produced after TSG approval of revisions (A clean version of a WID shall be produced after TSG approval of any revisions. This box shall be checked in the clean version)	

4　　Candidate for early implementation

To be completed when the work item is created. Indicate at a high level whether the ì early implementationî should be considered. If ì early implementationî is considered then an ì early implementation technical reportî shall be created and captured in the list of impacted specifications. Check either the Yes or the No box; the default is No.

	Yes	No
The work item is a candidate for Early Implementation:		**X**

5　　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* <u>3GPP TR 21.900</u>.

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

6　　Objective

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

7　　Impacts

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

Affects:	UICC apps	ME	UTRAN	GERAN	CN	~~IMS~~[JMM2]	Other
Yes							
No							
Don't know							

8　　External dependencies

Mention any work carried on in bodies other than 3GPP upon which the current work item depends. Be as specific as necessary, and mention planned time scales for availability of external documents.

9　　Expected output and time scales

9.1　　Nature of work item

Select ONE option only! Work Item may be a

- *Feature orStudy Item; or*

- *Building Block; or*

- *Work Task.*

It cannot be more than one!

Nature of work item	(select by checking ONE box)	Now go to Ö
Study Item		ß9.2
Feature		
Building block		ß9.3
Work Task		

9.2 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 frozen (that is, no more CRs which add or materially enhance functionality are envisaged); and*

- *the stage 2 specification is under change control and is frozen or is envisaged to be frozen in the near future (that is no more, or very few, CRs are envisaged, other than essential corrections); and*

- *the stage 3 specifications are under change control and are either frozen or are envisaged to be frozen within six months.*

See guidance in 3GPP TR 21.900 for explanation of the term "frozen".

Freeze target	yyyy-mm	This date will appear as a milestone on the Work Plan. As work progresses, it may be modifed: for the latest target date, see the 3GPP Work Plan.

Now go to clause 6.4.

9.3   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	

Now go to clause 6.4.

9.4 TSs and TRs to result

New TSs and TRs, and CRs to existing TSs and TRs shall be drafted respecting the Drafting Rules contained in 3GPP TR 21.801.

The table below is for guidance, and may be adapted to fit the circumstances of the work item / study item in question. In particular, 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 a test spec is not expected to start until the corresponding stage 3 specification is frozen.

In the case of a work item which is decomposed into subordinate Building Blocks / Work Tasks for which individual work item descriptions will be provided, leave the table below blank. That is, define the TSs and TRs to be produced at the lowest level of work item.

What stage is the work under this Building Block?	Expected start date	Actual start date	Expected duration (months) As work progresses, these values may be modifed: for the latest target date, see the 3GPP Work Plan. Note: ìApprovalî implies putting the document under change control.	Resulting TR(s) / TS(s) Give number(s) if output is CRs to existing document, else indicate "new".	WG responsible for new TR or TS Leave blank for existing TRs/TSs, since respons-ibility is already known
Feasibility study *Feasibility studies may also be used prior to stages other than 1.*	yyyy-mm	yyyy-mm	To TSG for info in: ....months after start date To TSG for approval: ....months after start Frozen: ....months after approval	New TR CRs to xx.xxx	WG xx
Stage 1 *Should not start until feasibility study (if any) is under change control. Leave blank if start is anticipated immediately the Feasiblity Study comes under change control.* yyyy-mm		yyyy-mm	To TSG for info in: ....months after start date To TSG for approval: ....months after start Frozen: ....months after approval	New TS CRs to xx.xxx	WG xx
Stage 2 *Should not start until stage 1 is under change control. Leave blank if start is anticipated immediately after Stage 1 comes under change control.* yyyy-mm		yyyy-mm	To TSG for info in: ....months after start date To TSG for approval: ....months after start Frozen: ....months after approval	New TS CRs to xx.xxx	WG xx

Stage 3	*Should not start until stage 2 is under change control Leave blank if start is anticipated immediately after Stage 2 comes under change control..* yyyy-mm	yyyy-mm	To TSG for info in: ....months after start date To TSG for approval: ....months after start Frozen: ....months after approval	New TS CRs to xx.xxx	WG xx
Test spec	yyyy-mm	yyyy-mm	To TSG for info in: ....months after start date To TSG for approval: ....months after start Frozen: ....months after approval	New TS CRs to xx.xxx	WG xx

10   Rapporteur

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

11   Responsible TSG / WG

11.1   Primary responsibility

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

11.2   Secondary responsibility

May also mention TSGs/WGs with secondary responsibility, and an indication of the actions expected of them.

12   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 offer **active** participation in its realization. The table may be extended to add further supporting organizations if required.*

~~The following 3GPP Individual Member organizations agree to actively participate in the technical~~ work[JMM3]:

All work items, whatever their class (feature, building block or work task) require at least four Member Organizations supporting the work item and willing to offer active participation in its realization..

Note that consensus is required for a new work item to be included in the work plan. It is not sufficient merely to have enough supporting organizations[JMM4].

~~1.org 1~~

~~1.org 2~~

~~2.org 3~~

~~3.org 4~~[JMM5]

13   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

v1.8.0: includes comments from SA#24[JMM6]

v1.7.0: includes comments from RAN, CN and T #24; also includes ì early implementationî data

v1.6.0: includes comments made during review period prior to TSGs#24

v1.5.0: includes comments made at TSGs#23 (Phoenix)

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"