

TSG-SA Working Group 1 (Services) meeting #1  
Sophia Antipolis 1<sup>st</sup> - 5<sup>th</sup> February 1999

**TSGS1#1(99)055**

**Agenda Item:**

**Source:** TSG

**Title:** Proposal for TSG Working Practices : Work packages

**Document for:** Information

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3GPP1 TSG (Common meeting)

Tdoc TSG#1(98)067

**Sophia Antipolis 7-8/12/98**

Doc For	TSG SA	TSG CN	TSG RAN	TSG T
Decision	X			
Discussion	X			
Information		X	X	X

**Agenda item:**

**Source:** Nortel

**Title:** Proposal for TSG Working Practices : Work packages

Excerpt from 3GPP presentation slides

- **Minimum number of hierarchical levels, with decision making taking place at the lowest appropriate levels**

**Work Packages**

The main proposal of this contribution is to organise the work and the functioning of the group starting from the tasks to be fulfilled, rather than in terms of expertise. It is then proposed to establish first project management means, and then only to propose an organisation in terms of sub-groups, adapted to the tasks.

The proposal is to focus the work of the TSG on **Work Packages** (the term is a suggestion, and has been chosen deliberately distinct from Work Item). A Work Package is the unit of project management **in the TSG** (limited to the scope of a TSG) : it corresponds to a precise topic for the TSG, with a clear final goal (i.e.,

issuing one or several documents for a precise use of them). WPs shall be chosen as independent as possible from each other.

The scope of the TSG is too big for all aspects of it to be handled in sitting meetings of the TSG. The idea is that the work of Work Packages is prepared outside the TSG meetings. On the other hand, reporting and decisions at the TSG level are done on a Work Package basis.

A WP can be internal to the TSG, or external (sub-contracted) from the TSG. For each internal WP of sufficient importance, a WP rapporteur is nominated, in charge of organisation of the work for the WP and reporting for the WP progress; this may include meetings, e-mail sessions or any other means, according to needs. Each external WP will have a liaison officer nominated from the TSG. The progress of the WPs (whether internal or external), as well as any key decision, at any stage, is reported (by the rapporteur or the liaison officer) and discussed in the TSG ; in particular target dates are reviewed and maintained at TSG level. A WP has a closed scope : once the goal of a WP is reached, it is stopped. The maintenance or possible extensions of the resulting document is the responsibility of the TSG.

WPs can be small or big, according to topic, from one-shot WPs to WPs extended over a substantial time. Typically, it could be expected that for each TSGs they are an order of magnitude of 10 to 20 WPs at a given time, with maybe a third of big ones.

Reporting at the WP level is important to allow full visibility at the TSG level. TSG meetings would therefore be given the opportunity to monitor the progress of the whole work ascribed to the TSG. It could be expected that sitting meetings will be organised grouping a number of WPs. The proposal is that this is understood only as a logistic issue, and not as a stable organisation, nor a reporting level.

Also the gradual introduction of the WPs is a way to gradually clarify the scopes of the TSG without slowing down the on-going work.

## ***Documentation***

The purpose of 3GPP is the production of technical specifications, providing a basis for standards to be created by members of the partnership. These technical specifications will be documents created, and maintained for some time by 3GPP. An important aspect of project management is the list of these outputs, their status and so on.

The proposal is that the list of the documents issued by the TSG is derived from the Work Packages.

Because of the transitions, documents will have two origins : the documents which are adapted from existing published or draft documents from partners; and documents created within 3GPP.

An urgent task is to establish the list of the documents of first origin, and to launch the adaptation process. The proposal is to organise this work as Work Packages, some limited to adaptation (when the document can be finalised), some as the first task of taking over some work in progress (draft documents).

The list of document of second origin will be derived as a consequence of the creation of the corresponding Work Packages.

## ***Practical issues***

A list of WP will have to be created and maintained. The main list needs not contain a lot of details : for each WP a main document shall be started. When the WP is a simple correction, the corrective document can be pointed directly. Otherwise a management document shall be created listing all the outputs of the WP and their

status, as well as other project management information. In SMG terms, the pointed document can be a) a single CR, b) a document listing a number of joint CRs, c) a document such as GSM 10.60 for GPRS.

A major practical issue is the creation of the initial list of WP corresponding to the work inherited from existing committees. This is treated in a companion contribution.