

Source: MCC
Title: Work Plan: Change tracking procedure
Document for: Approval
Agenda Item: 6

This paper proposes a method to keep track of the changes on the 3GPP Work Plan, as requested during CN and SA plenary #9.

Introduction

The Work Plan is handled using MS Project. Although particularly adapted to this use, the software does not enable to use revision marks. An alternative solution has to be found, as the Work Plan has now entered to a new phase: it is now stable enough to request an efficient mean to keep track of its changes.

The solution has not to put in danger the readability of the Plan, and shall introduce a reasonable amount of extra work on MCC, in charge its maintenance.

The proposed solution is detailed bellow.

Proposal

It is proposed to track the changes at two level: a global one, stressing out the overall changes of the Work Plan, and a more detailed one, making use of the "notes" field.

Global level

The global level is a text of some paragraphs listing the main changes. For readability reasons, the global level is not part of the MS Project Work Plan but is contained in the separate Work Plan cover page.

The global level shall at least:

- Report creation and deletion of Features and Building Blocks. It is not requested to mention the creation and deletion of Work Tasks (but this can be done if judged relevant by the MCC responsible person).

The global level is updated before each set of plenary meetings.

Detailed level

The detailed level is a set of comments provided in the "notes" field text of each modified WI (a WI is identified by its Unique ID).

Even at the "detailed level", not all the modifications have to be mentioned: some fields are by nature subject to constant updates (e.g. "% completed"), so it would be a waste of time to keep track of these changes.

The fields subject to change tracking are the following ones:

- Name
- Release
- Splitable (defines whether the WI has to be considered as a single block or if it can be realised onto different releases)

- Acronym
- Resource name (defines the responsible WG or TSG)
- Finish date

The other ones -listed below- are not subject of change tracking. Change tracking on these ones is up to the MCC responsible person. These are:

- % completed
- Impacted TS and TR
- Level of Approval (MCC<CHAIR<WG<TSG).
- Hyperlink (to the proposed/approved WI coversheet)
- WI rapporteur name
- WI rapporteur e-mail
- MCC responsible: defines who in MCC is responsible in monitoring the overall Feature.
- Notes (free field).
- Start date

The detailed level is updated each time a line is modified or created. In addition, a new field called "last modif" has been created (initialised to April, 1st) to provide the date of the latest modification of the WI.

Conclusion

It is proposed to endorse the procedure described in this document for keeping track of the changes on the Work Plan.