Work Item, Stage 1 and System Requirements Guidelines
Editor

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Revision History

<table>
<thead>
<tr>
<th>Revision</th>
<th>Description of Changes</th>
<th>Date</th>
</tr>
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<tbody>
<tr>
<td>Rev 0 v1.0</td>
<td>Publication</td>
<td>June 2006</td>
</tr>
<tr>
<td>Rev A v1.0</td>
<td>Publication</td>
<td>September 2010</td>
</tr>
<tr>
<td>Rev A v2.0</td>
<td>Changes for consistency with WPD v13 plus full content and editorial review.</td>
<td>August 2011</td>
</tr>
<tr>
<td>Rev A v3.0</td>
<td>Changes made to reflect organizational restructuring and to bring into alignment with latest SC.R1005 3GPP2 Drafting Rules.</td>
<td>March 2013</td>
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FOREWORD

This foreword is not part of this document.

This document was prepared by the Third Generation Partnership Project 2 (3GPP2).
1 Introduction

1.1 Scope

This document is to provide uniform procedures, process and guidance for the development, completion, distribution and approval of Work Items, Stage 1 and System Requirements documents across all TSGs.

1.2 References

The following documents are referenced herein. References are either specific (identified by date of publication, revision identifier, and version number) or non-specific. For a specific reference, subsequent revisions may not apply. For a non-specific reference, the latest revision applies.


1.3 Document Conventions

“Shall” and “shall not” identify requirements to be followed strictly to conform to this document and from which no deviation is permitted. “Should” and “should not” indicate that one of several possibilities is recommended as particularly suitable, without mentioning or excluding others, that a certain course of action is preferred but not necessarily required, or that (in the negative form) a certain possibility or course of action is discouraged but not prohibited. “May” and “need not” indicate a course of action permissible within the limits of the document. “Can” and “cannot” are used for statements of possibility and capability, whether material, physical or causal.

1.4 Definitions and Abbreviations

The terms and abbreviations that are used within this document are defined as follows:

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<th>PMT</th>
<th>Steering Committee Program Management Team</th>
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<tr>
<td>PMT Coordinator</td>
<td>The function in the 3GPP2 Secretariat charged with the maintenance of the 3GPP2 Project Plan.</td>
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<tr>
<td>WI</td>
<td>Work Item</td>
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2 Work Items

The Work Item Worksheet found at ftp://ftp.3gpp2.org/SC_OP/Working/PMT/Work Items/ shall be used for submission to the PMT for establishment of a work item.

The worksheet must have all shaded areas completed for consideration by the Steering Committee Program Management Team (PMT). Failure to complete all of the shaded areas may result in the worksheet being returned to the originator(s) and being delayed for consideration until it is completed correctly and resubmitted.

After a work item worksheet has been approved by the PMT for TSG review, it will be distributed to all TSGs. To ensure that TSGs are aware in advance and can plan their processes accordingly, for any month where the PMT does not have a face-to-face session, the PMT will schedule calls in order to release work item worksheets for TSG review on the 9th of that month or the 1st business day thereafter, unless re-scheduled with appropriate notice. For the months where there is a PMT face-to-face session, work item worksheets will be released as an output of those sessions. Comments from the TSGs are due as scheduled and announced by the PMT, allowing for a minimum of two (2) months for TSG review. Following the TSG reviews, the PMT will host a work item worksheet review session that may be conducted via teleconference or multi-media conferencing facility.
The Work Item Worksheet approval and distribution process is described in the following flowchart (Figure 1 and Figure 2).

**Figure 1** Work Item Worksheet Approval and Distribution Process (Part 1 of 2)
Figure 2 Work Item Worksheet Approval and Distribution Process (Part 2 of 2)
3 Stage 1 Documents

Stage 1 documents are required when more than one TSG is affected by the feature. If a Stage 1 is developed, it will be submitted to TSG-SX, as per the diagram below. If a feature or function is developed that affects only a single TSG, a Stage 1 document is not required; however, if a Stage 1 is developed, it will be submitted to TSG-SX for confirmation and to all TSGs for information.

The Stage 1 distribution and approval process is described in the following flowchart (Figure 3).

After a stable Stage 1 document has been approved by TSG-SX for TSG review, it will be distributed to all TSGs along with an announcement of the specific Stage 1 review schedule. Comments from the TSGs are due as scheduled and announced by TSG-SX, allowing for a minimum of three (3) months. For Stage 1 comments due in a month where TSG-SX does not have a face-to-face meeting, TSG-SX WG1 will schedule a TSG-SX WG1 call on the 16th day of that month or, if falling on a weekend/holiday, the 1st business day thereafter in order to address Stage 1 comments received during TSG review. This Stage 1 review session requires participation of the document Editor, or Editor’s delegate. This Stage 1 review session may be conducted via teleconference or multi-media conferencing facility. Following the resolution of TSG review comments, the Stage 1 will be released for V&V as approved by TSG-SX.

Interested parties may also attend the announced review meeting and provide their comments and contributions there.
Figure 3  Stage 1/System Requirements Approval and Distribution Process
4 SYSTEM REQUIREMENTS DOCUMENTS

The processing of a System Requirements Document is identical to the processing of a Stage 1 document. Please refer to Stage 1 Documents above.

5 THE WORK ITEM APPEAL PROCESS (AS ORIGINALLY APPROVED BY THE SC IN APRIL 2001)

If the PMT does not forward a work item to the SC, the supporting TSG or individual members may appeal to the SC. The work item may be approved by the SC after review of the appeal by the rules of consensus within the SC.

Once approved by the PMT, if there is an objection from an Individual Member or Partner, it is the responsibility of the objecting Individual Member or Partner to discuss their objections with the sponsoring TSG Chair (if applicable) and the PMT Chair.

If it is not possible to resolve the objection, it is the responsibility of the Individual Member or Partner to raise the issue with the SC.

The appeal may be handled by an extraordinary meeting of the SC or at the next scheduled meeting of the SC, at the discretion of the SC Chair.