



Work Item, Stage 1 and System Requirements Process Guidelines

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Revision History

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1 **FOREWORD**

2 This foreword is not part of this document.

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

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1 **1. SCOPE**

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

5 **2. REFERENCES**

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

9 Informative:

- 10 1. 3GPP2 Working Procedures Document
11 2. 3GPP2 SC.R1001, Publication Process Guidelines

12 **3. DEFINITIONS AND ABBREVIATIONS**

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

PMT	Program Management Team – TSG-S WG3
PMT Coordinator	The function in the 3GPP2 Secretariat charged with the maintenance of the 3GPP2 Project Plan.
WI	Work Item

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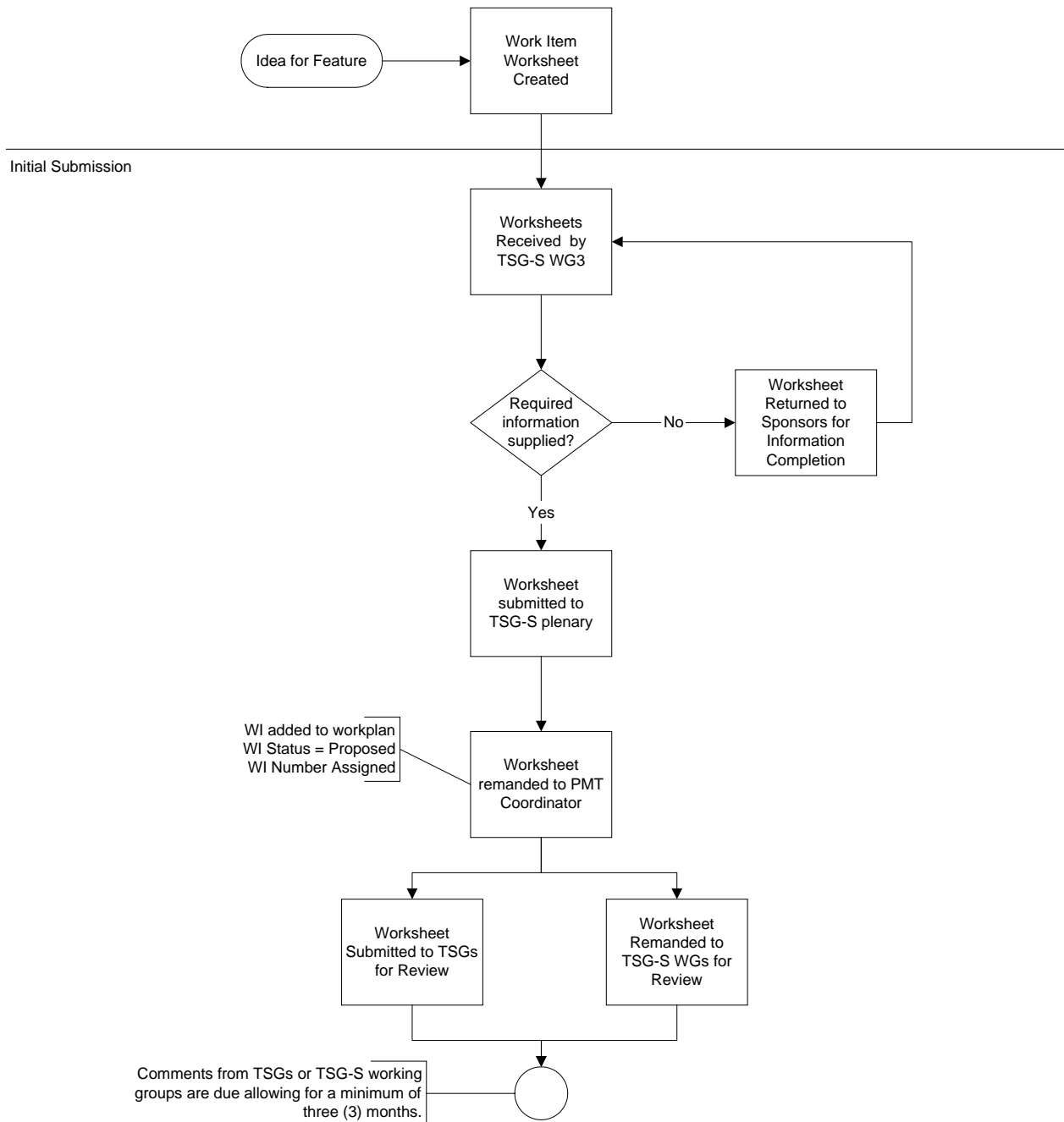
15 **4. WORK ITEMS**

16 The [Work Item Worksheet](ftp://ftp.3gpp2.org/TSGS/Working/3GPP2_PMT/Work_Items/) (found at
17 ftp://ftp.3gpp2.org/TSGS/Working/3GPP2_PMT/Work_Items/) shall be used for submission
18 to TSG-S for establishment of a work item.

19 The worksheet must have all shaded areas completed for consideration by TSG-S Working
20 Group 3 (aka Program Management Team or PMT). Failure to complete all of the shaded areas
21 may result in the worksheet being returned to the originator(s) and being delayed for
22 consideration until it is completed correctly and resubmitted.

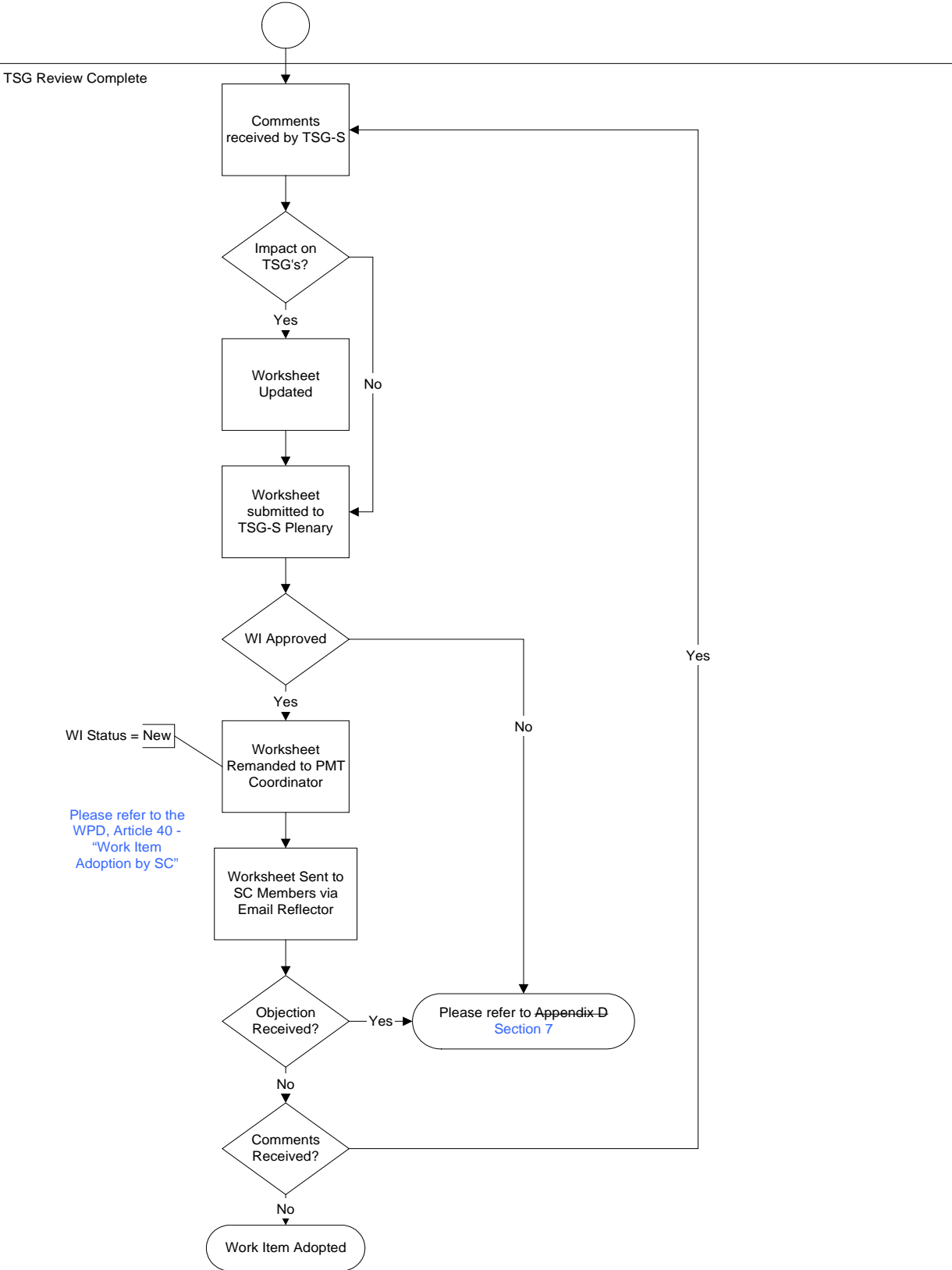
23 After a work item worksheet has been approved by TSG-S for TSG review, it will be distributed
24 to all TSGs. To ensure that TSGs are aware in advance and can plan their processes
25 accordingly, for any month where TSG-S does not have a closing plenary, TSG-S WG3 will
26 schedule TSG-S WG3 calls and TSG-S level approvals in order to release work item worksheets
27 for TSG review on the 9th of that month or the 1st business day thereafter. For the months
28 where there is a TSG-S closing plenary, work item worksheets will be released as an output of
29 TSG-S closing plenary. Comments from the TSGs are due as scheduled and announced by
30 TSG-S, allowing for a minimum of three (3) months for TSG review. Following the TSG reviews,
31 TSG-S will host a work item worksheet review session that may be conducted via
32 teleconference or multi-media conferencing facility.

1 The Work Item Worksheet approval and distribution process is described in the following
 2 flowchart (Figure 4-1).



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5 **Figure 4-1: Work Item Worksheet Approval and Distribution Process (part 1)**



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Figure 4-1: Work Item Worksheet Approval and Distribution Process (part 2)

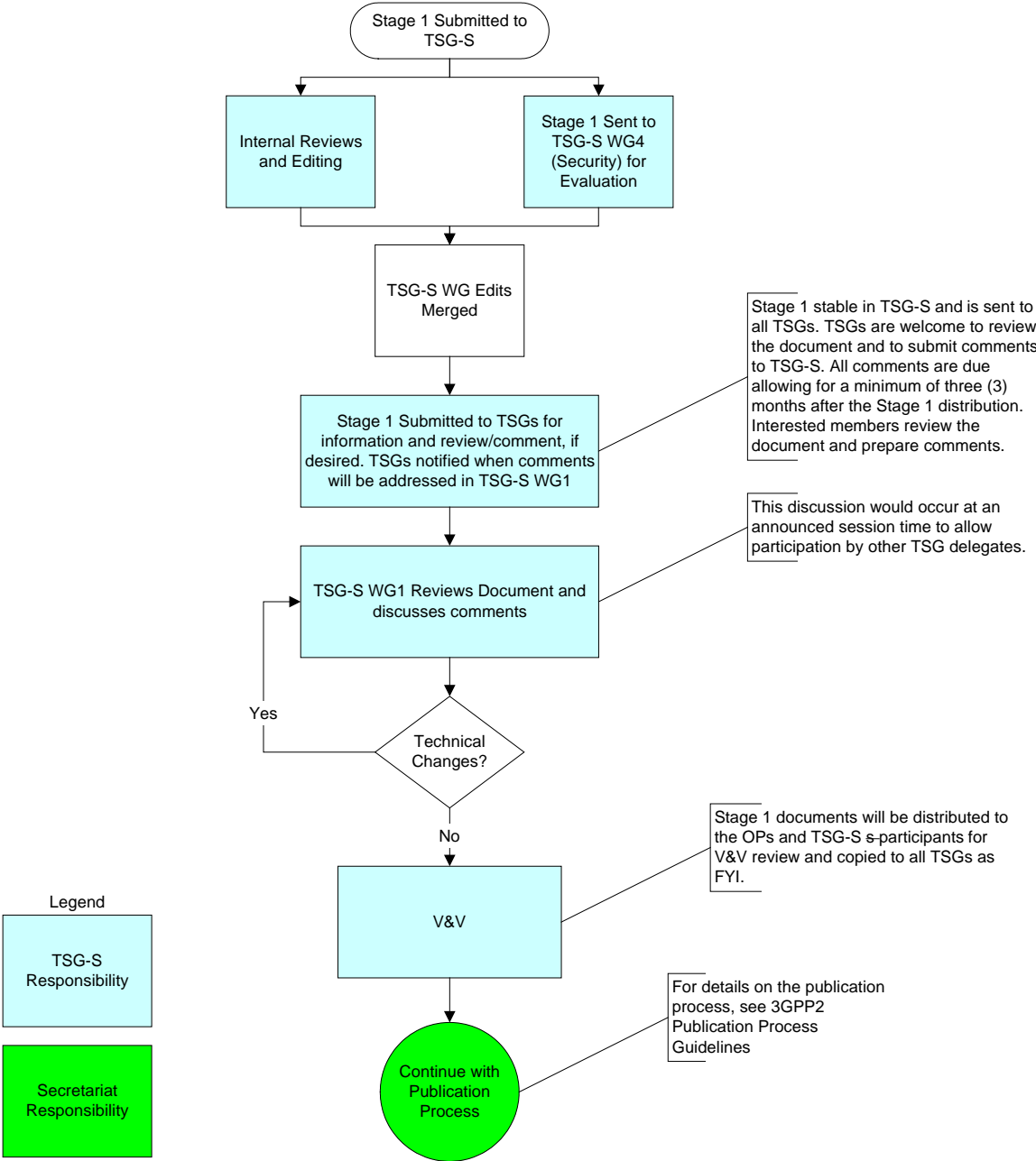
1 **5. STAGE 1 DOCUMENTS**

2 Stage 1 documents are required when more than one TSG is affected by the feature. If a Stage
3 1 is developed, it will be submitted to TSG-S, as per the diagram below. If a feature or function
4 is developed that affects only a single TSG, a Stage 1 document is not required; however, if a
5 Stage 1 is developed, it will be submitted to TSG-S for confirmation and to all TSGs for
6 information.

7 The Stage 1 distribution and approval process is described in the following flowchart (Figure 5-
8 1).

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

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20 Interested parties may also attend the announced review meeting and provide their comments
21 and contributions there.



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Figure 5-1: Stage 1/System Requirements Approval and Distribution Process

1 **6. SYSTEM REQUIREMENTS DOCUMENTS**

2 The processing of a System Requirements Document is identical to the processing of a Stage 1
3 document. Please refer to Section 5 above.

4 **7. THE WORK ITEM APPEAL PROCESS (AS ORIGINALLY APPROVED BY THE SC IN APRIL 2001)**

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

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

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

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