

Change Tasks

Overview

Change Tasks are the action units of a Change Order. They ensure that all required updates across engineering, manufacturing, supply chain, quality, compliance, and service are explicit, assigned, tracked, and completed before the change is implemented.

Important

Change Tasks can only be created within Change Orders, not as standalone items in the system.

Purpose of Change Tasks

Change Tasks add value by breaking significant changes into manageable actions, assigning clear ownership to individuals or teams, and providing status visibility within the Change Order. They reduce execution risk by preventing missed steps and creating full traceability of who did what, and when.

Key Roles in the Change Task Process

- **Change Authors** - Creates new Change Tasks.
- **Change Viewers** - Tracks the status and progress of changes without the ability to edit.
- **Team Member** - Implements the approved changes to the affected items.
- **Team Manager** - Reviews completed implementation.

