

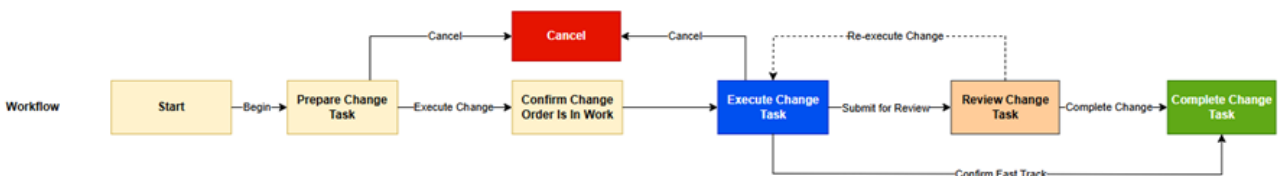
Change Task Workflow Overview

Below is an overview of creating a Change Task and managing the workflow:

The screenshot shows a web interface for managing change orders. At the top, there's a header with the change order ID 'CO-00000002' and various action buttons like Save, Done, Discard, Refresh, Promote, Navigate, Reports, and Share. Below this is a 'Change Order' section with a form containing fields for Number, Title (Sample), Status (Draft), Priority, Reason of Change, Team (Product Team), Planned Completion Date, and Actual Completion Date. A description field is also present. Below the form is a navigation bar with tabs for Affected Items, Supporting Data, Files, Change Requests, Change Tasks, Workflow Assignments, and SignOffs. The 'Affected Items' tab is active, showing a table with columns for Type, Item, Name, Revision, Status, Action, Sequence, Resulting Item, and Change Tasks. Two items are listed: 'part1' and 'part2'. A context menu is open over 'part2', showing options like Open, Create a Change Task, Edit, Replace, and Remove.

Type	Item	Name	Revision	Status	Action [...]	Sequence	Resulting Item [...]	Change Tasks [...]
Part	part1	Open	A	Preliminary	Release	128	part1	'CT-00000002'
Part	part2	Create a Change Task	A	Preliminary	Release	256	part2	'CT-00000003'

1. The Creator navigates to **Contents** → **Unified Change Management** → **Change Orders** → click **Edit** → go to the **Affected Items** tab and right-click on one or more → click **Create a Change Task**.
2. **Prepare Change Task**: The Creator enters the Change Task Title. The **Affected Items** tab is prepopulated with an Affected Item(s) selected in Change Order. The Creator can also add more Affected Items from the Change Order if needed. Once ready, the Creator casts their vote:
 - o **Execute Change**: Moves the Change Task to the **Confirm Change Order Is In Work** step.
 - o **Cancel**: Sets the Change Task to **Canceled** if it's no longer required.



3. **Confirm Change Order Is In Work**: It is a stage where Change Tasks wait for Change Orders to be in the **In Work** state. Once the Change Order goes to In Work, the Change Task automatically goes to the next stage. Manual votes are not needed.



4. **Execute Change Task:** Assigned Team Members implement the change. They update Affected Items (content, properties, and relationships). Once finished, they cast their vote:
 - o **Submit for Review:** Sends the executed change to Verify Implementation.
 - o **Confirm Fast Track:** Moves directly to completion without additional review.
 - o **Cancel:** Sets the Change Task to Canceled if it's no longer required.
5. **Review Change Task:** Team Managers review the implementation of the changes. They cast their vote:
 - o **Complete Change:** Approves the implementation and finalizes the Change Task.
 - o **Re-execute Change:** Sends the task back to Execute Change Task for corrections.
6. **Complete Change:** The Change Task is finalized.

