

Kenta / Using Kenta

Approve a change and apply its authorized effects once

Retain exact proposal revisions and distinct technical, contract, budget and schedule decisions before finalizing local or external effects.

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► Applicability

Before you begin

- Cost/change access and the distinct approval capability for each required decision.
 - A published workflow version, affected records and exact evidence versions.
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Current capability and authority

Retain exact proposal revisions and distinct technical, contract, budget and schedule decisions before finalizing local or external effects.

Clearly labeled synthetic example

Synthetic CHG-014 proposes an 80,000 commitment increase and zero budget increase. A technical acceptance alone changes neither amount; final commercial authorization reclassifies the included 80,000 exposure once.

Inputs and terminology

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Term	Meaning
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Technical decision	Acceptance of a configuration or engineering basis; it is not contract or budget authorization.
Finalization	A separately validated transaction that applies approved effects or records a pending external application.
Unknown external outcome	An unconfirmed provider result that requires reconciliation before retry or confirmation.

Procedure

1. Prepare the proposal

Open Changes and New change. Select the published workflow and exact commitment/configuration revision; enter proposed contract and budget effects separately.

2. Assess schedule and evidence

Record assumptions, affected equipment/milestones and exact documents. Mark unresolved schedule consequences as assessment required rather than inventing an impact.

3. Submit the exact revision

Review and save the draft, complete assessment and submit. Material edits create a new revision; prior decisions cannot authorize new terms.

4. Record independent decisions

Each designated reviewer records only the decision supported by their explicit capability and workflow version. Review conditions and required evidence.

5. Finalize and reconcile

Finalize only after every required current decision and condition is satisfied. Inspect the applied effect or pending/unknown external status. Retry an uncertain request using its retained identity; do not create a duplicate proposal to recover a timeout.

6. Preserve corrections

Use an authorized amendment or reversal with reason and linked original effects. Retain the prior approvals and original baseline.

Verify the result

A single approved revision has one durable effect identity, retained decisions and coherent classification of pending exposure.

What happens next

Engineering acceptance alone leaves commercial commitments and approved budget unchanged.

Finalizing an 80,000 included change moves it from pending exposure into the commitment once; it does not increase the management forecast twice.

Troubleshooting

Finalization is blocked

Check obsolete proposal revisions, missing decision routes, revoked authority, unmet conditions and unresolved schedule assessment. Complete the current exact review; never reuse an approval for changed terms.

External status is unknown

Inspect the authoritative system and retained delivery reference. Use Controls settings → External updates to record a supported reconciliation outcome or authorized retry.