# Complex Example of Key Change Documentation

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| ***Key Change*** | ***Who Is Impacted?*** | ***How Impacted?*** | ***Procedure Change?*** | ***Implementation Challenge(s)?*** | ***Ways to Address Challenge(s) – Solution?*** |
| Update class instructors - SAMPLE | HR / Faculty Workload Coordinator / Registrar / Dept. Staff  | It can be done by the Faculty Workload Coordinator or anyone else that has been assigned the Update Instructor Workload role. This role was created for this purpose. |  | Making sure there is agreement on the person(s) who should be updating the class instructor information in CUNYfirst. |  |
| Running and using the new CUNYfirst Faculty Workload Report - SAMPLE | Faculty Workload Coordinator / HR /others at campus that need access to report  | The current CUNY Staff Teaching Load (STL) report and CUNY Workload report are being replaced by the new CUNYfirst Faculty Workload report. This report will be run in a PDF format. The look and feel of the report will also be a little different. |  | Making sure campus users with the Faculty Workload Reports role are able to gain an understanding of how to run the reports in the CUNYfirst system.  |  |
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