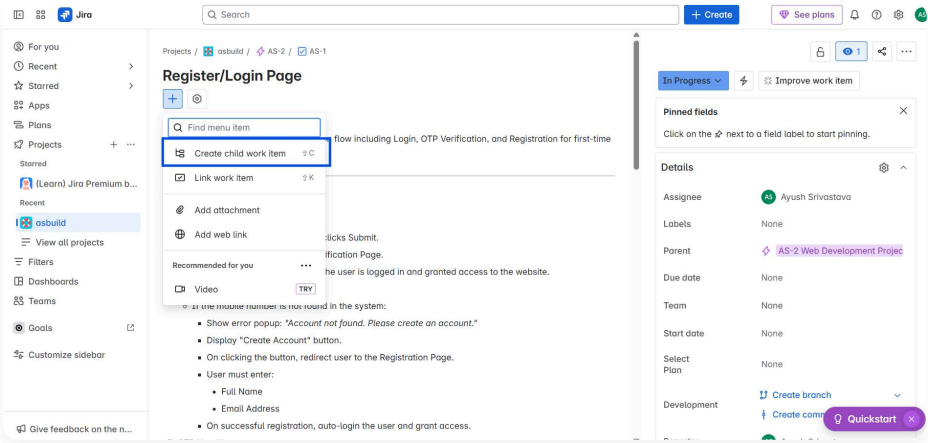


# How to Create Subtasks or Child Work Items in Jira

Subtasks in Jira allow you to break down large tasks into smaller, manageable actions. Here’s how you can create and manage them effectively within your Jira issues.

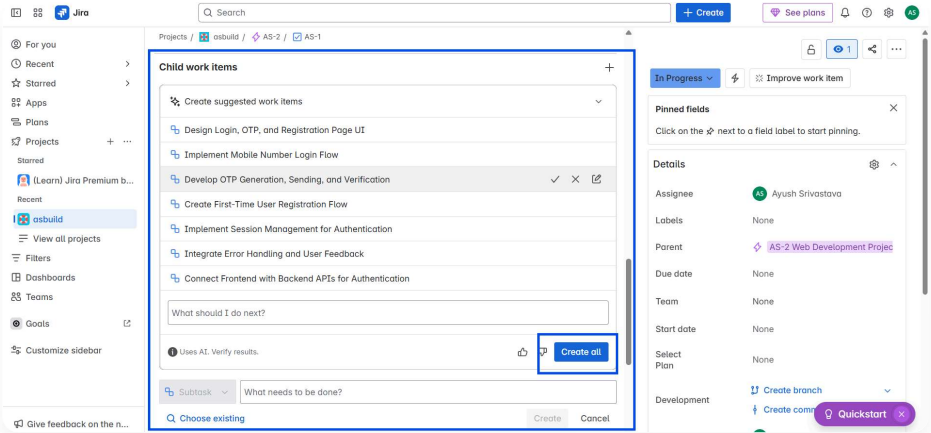
## Step 1: Locate the + Icon Below Task Title

Open any task in Jira. Just below the task title, you’ll notice a **+** icon. Click on it and select the option **“Create Child Work Item”** from the dropdown.



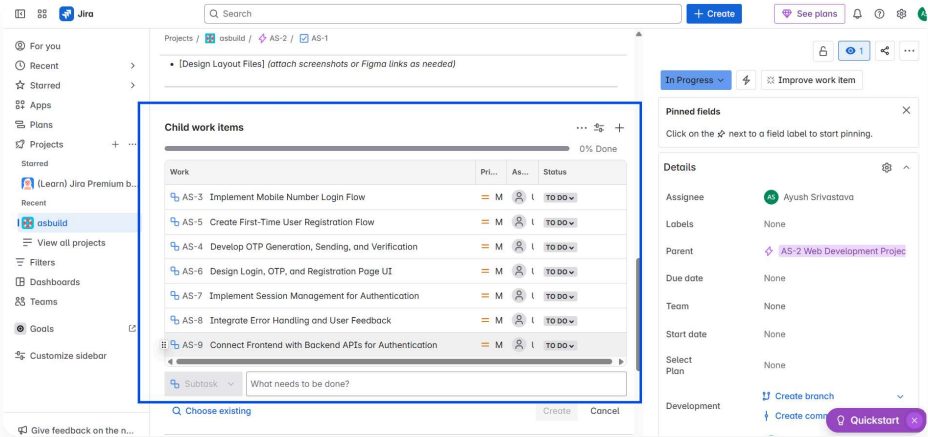
## Step 2: Enter Subtask Details

After clicking, Jira scrolls down to the **Child Work Items** section. If it doesn’t, scroll manually. You’ll find an option to use **AI suggestions** for subtasks. In the example, suggested subtasks are accepted by clicking **“Create All”**.



## Step 3: Review and Edit Created Subtasks

Once subtasks are created, they appear under the main task. You can click on each to edit details such as **description, assignee, priority, and other task attributes** as per your project needs.



Creating child work items helps streamline task delegation and improves clarity during project execution. Use subtasks to efficiently break down goals and assign actionable items to your team.