



# GSA Kahua Instructor Led Training Calendar

[Click the course link to register for the date and time of your choice.](#)



For a great introduction to Kahua, please visit the [eLearning Video Library](#).

Course Name	Course Description	Date Offered	Course Times	Course Duratio	Audience
<a href="#">Welcome, Introduction, Navigation, and Communications</a>	Welcome, review of user interface components, including app bar, project navigation, opening apps, list, detail and split views, setting up the user profile, Project Title Bar, Getting Started page, and Communications app.	7/11 Monday	12:00 PM ET	60 min	All GSA Kahua Users All External
<a href="#">Projects and Project Directory</a>	Project Navigation, Project Types Overview and Rules, manual project creation, work with project data and processes. We will also cover various integrations and how they will affect project data (Buildings, Leases, Agency Bureau, IRIS Work Items, and RETA Work Requests will be covered during this session). Adding project team members to the project using the Project Directory app.	7/11 Monday	1:30 PM ET	60 min	ODC and Leasing PMs ODC/OCA SMEs Facilities SMEs Portfolio Acquisition
<a href="#">Risk Register</a>	Create a Risk Register.	7/11 Monday	3:00 PM ET	30 min	ODC and Leasing PMs ODC/OCA SMEs Facilities SMEs
<a href="#">Milestones and Schedules</a>	Discuss the differences between Milestones and Schedules. Discuss how Milestones are created based on Project Templates, interact with other systems and how they are managed and updated.  Discuss how Schedules are created based on Project Templates and how they are managed and updated.	7/11 Monday	4:00 PM ET	60 min	ODC and Leasing PMs ODC/OCA SMEs Portfolio Acquisition  External Vendors
<a href="#">Charter and PMP</a>	Create a Project Charter and a Project Management Plan (PMP).	7/12 Tuesday	12:00 PM ET	60 min	ODC and Leasing PMs
<a href="#">Estimates and Funding and Work Breakdown</a>	Create a Uniformat Planning Estimate. Discuss how Estimates are created and integrated from IRIS and RETA.  Use the Work Breakdown to review how the newly created Estimate affects the project health report.	7/12 Tuesday	1:30 PM ET	60 min	ODC and Leasing PMs Portfolio

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<a href="#">PM Forecast</a>	This session will show the Project Manager how the PM Forecast application can be used to forecast project costs.	7/12 Tuesday	3:00 PM ET	30 min	ODC PMs Leasing PMs
<a href="#">Baseline Obligations</a>	This session will show the users how to use the Baselined Obligation application to track project baseline obligations on a project.	7/12 Tuesday	4:00 PM ET	30 min	ODC PMs Leasing PMs
<a href="#">RFIs, Packaged Submittals and Media Manager</a>	Create, submit, and respond to an RFI. Create Submittals and Submittal Packages. This course will also cover the use of the Media Manager app.	7/13 Wednesday	12:00 PM ET	60 min	ODC and Leasing PMs ODC/OCA SMEs Facilities SMEs Acquisition External Vendors Customers
<a href="#">Daily Reports, Field Observations and Safety</a>	Create and share daily reports. Create and share field observations. Initiate a Safety document.	7/13 Wednesday	1:30 PM ET	60 min	ODC and Leasing PMs ODC/OCA SMEs Facilities SMEs External Vendors Customers
<a href="#">Punch List</a>	Create and complete punch list items.	7/13 Wednesday	3:00 PM ET	30 min	ODC and Leasing PMs ODC/OCA SMEs Facilities SMEs External Vendors Customers
<a href="#">File Manager</a>	File management using File Manager	7/13 Wednesday	4:00 PM ET	30 min	ODC and Leasing PMs ODC/OCA SMEs Facilities SMEs Portfolio Acquisition External Vendors Customers
<a href="#">Design Review Part 1</a>	Part I. Upload documents to File Manager, perform the QA Check, and process the documents into the Design Review app.	7/14 Thursday	12:00 PM ET	30 min	ODC and Leasing PMs ODC/OCA SMEs Facilities SMEs External Vendors

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<a href="#">Design Review Part 2</a>	Part II. Review documents in the Design Review app, provide a review status, close out the design review set, and track design review comments.	7/14 Thursday	1:00 PM ET	45 min	ODC and Leasing PMs ODC/OCA SMEs Facilities SMEs  External Vendors
<a href="#">Sustainability</a>	Demonstrate the process of capturing Sustainability information in Kahua and review the Sustainability Fact Sheet.	7/14 Thursday	2:30 PM ET	30 min	ODC and Leasing PMs ODC/OCA SMEs Facilities SMEs  External Vendors
<a href="#">Reporting and Dashboards</a>	Create a basic dashboard, customize a log view, and review reporting options.	7/14 Thursday	3:30 PM ET	60 min	ODC and Leasing PMs ODC/OCA SMEs Facilities SMEs Portfolio Acquisition  External Vendors
<a href="#">ePM to Kahua Migration</a>	Locate and review project information that was migrated from ePM to Kahua.	7/14 Thursday	4:30 PM ET	45 min	ODC PMs
<a href="#">Client Project Agreement</a>	This session walks the user through the steps to create and update a Client Project Agreement. This session is offered the last Wednesday of each month.	7/27 Wednesday	1:00 PM ET	60 min	Planning Managers
		8/31 Wednesday			