

# Kahua Quick Reference Guide

## Creating a Project

### About Project Creation

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Creating a project documents the high-level project scope, relevant roles, the parties assigned to those roles, and significant project dates to serve as a profile for a project. Once a project is initiated, all other items such as Estimates/Budgets, Invoices, Contracts, and File Manager documents are located within the project and are managed by other applications within Kahua. When initiating a project, the location of the project will be important, and projects should be initiated in partitions based on the project's region.

### Create a New Project Using the Project App

This activity is typically created by the following roles: **Domain Administrator, GSA-Administrator Group, GSA-Regional KPM, GSA-Regional Manager, GSA-PM/COR, GSA-Sustainability Admin, GSA-Project Creator, or EXT-PM.**

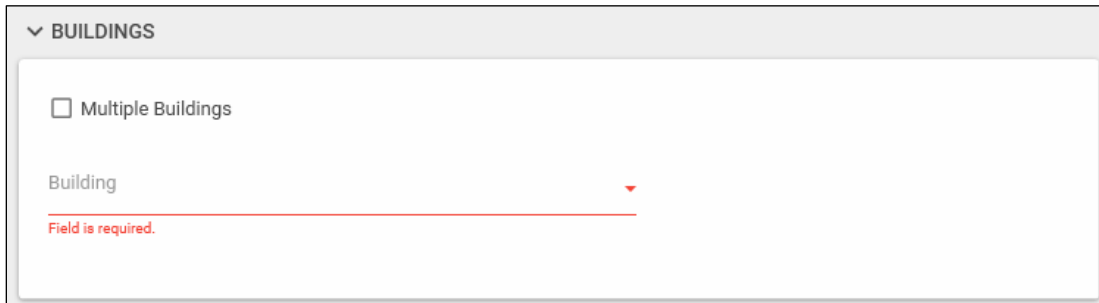
1. Log in to Kahua.
2. On the left navigation pane, click the **App Launcher**.
3. In the Project Identification, Initiation and Planning section, click the **Projects app**.
4. In the top tool bar, click the **New Project** button. The project properties form will open.
5. Click the **dropdown arrow** for the **Partition Type** and select **Project or Subproject**.
6. Add the **Short Project Name**.

**Note:** The Short Project Name is part of the project name created upon save. Keeping this name short and descriptive will make the project name easier to read. The full project name is a combination of the State, City, Building Name and the Short Project Name.

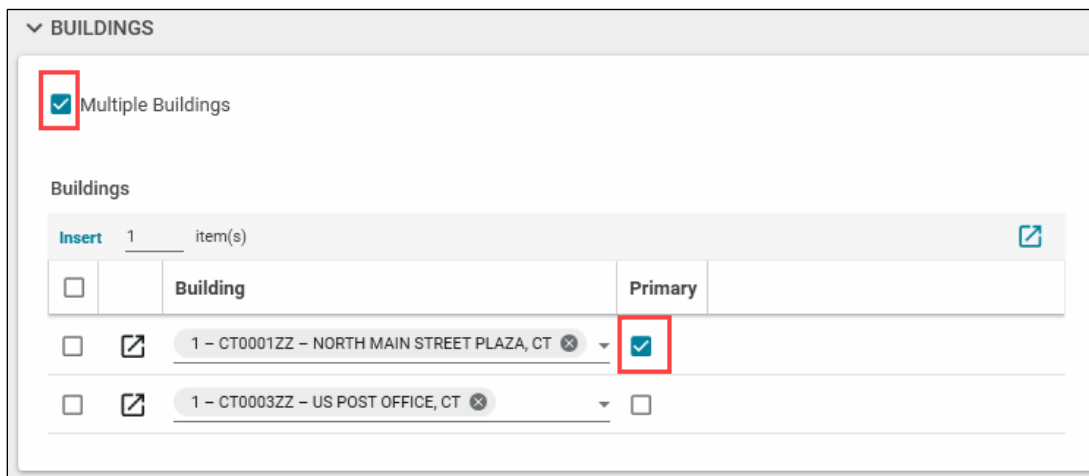
7. Add a **Description** of the project.
8. Click the dropdown to select the **Project Type**.
9. Click the dropdown to select the **Project Subtype**.

**Note:** The combination of the project type and project subtype will determine the template used to create the project. Standard data such as Work Breakdown codes, File Structure, and/or Milestones are preconfigured based on the Project Type and Project Subtype selected.

10. Complete the remaining fields in the **Details** section, if applicable. Information may be added later.
11. Click the dropdown to select the **Building**. Use the search feature to quickly find the building name or building ID. Information in the Buildings app is imported via an integration with REXUS and the information in this field will populate multiple apps in Kahua.



**Note:** If the project has multiple buildings, check the checkbox beside **Multiple Buildings**. Make sure to check the box for the **Primary building**. The information from the primary will populate the building information.



Buildings		Primary
<input checked="" type="checkbox"/>	1 - CT0001ZZ - NORTH MAIN STREET PLAZA, CT	<input checked="" type="checkbox"/>
<input type="checkbox"/>	1 - CT0003ZZ - US POST OFFICE, CT	<input type="checkbox"/>

12. To add project Funding, click the Insert button. Click the dropdown arrow and select the type of **Funding**. Information in this section is populated via integrations with IRIS and RETA.
  - a. For IRIS, click the dropdown arrow and select the ASID/Work Item. Use the search feature to quickly find the applicable information.
  - b. For RETA, click the dropdown arrow and select the RWA/Work Request. Use the search feature to quickly find the applicable RWA.
13. In the **Roster** section, click the dropdown arrow to add the **Project Manager**. Enter the name of the Project Manager and select the name from the list.

**Note:** The Project Manager selected in this section, along with the Kahua Project Manager and Kahua Admin Team are the only people who may edit the project information form. If the Project Manager changes on the project, the name of the Project Manager may be changed by clicking the Edit button and selecting the new Project Manager.

14. Add the Contracting Officer, Property/Facility Manager, and Project Executive/Sponsor if this information is available. If not, these names can be added later.
15. Click the dropdown arrow to add the **Agency Bureau**. To add more than one Agency Bureau, click the **Insert** button, and click the dropdown arrow to select the additional Agency Bureau code. The information in this section is updated via an integration with FMIS and the OA tool.
16. Click the dropdown arrow to add the **Client Project Agreement** information if known. Enter the CPA information in the search field to find the applicable record.
17. Click the dropdown arrow to add the **Occupancy Agreement** information if known. Enter the OA information in the search field to find the applicable record.
18. Click the dropdown arrow to add the **Lease** information if known. Enter the Lease information in the search field to find the applicable record.
19. Click the **Save** button. The project is now created and visible in the hierarchy within Project Finder. It can be navigated to, edited, or updated as required.
20. To close the form, click the **X** in the top right corner.

## Add a Project to My Projects

To quickly find the project in the Project Finder app, add the project to My Projects. This will allow the user to find the project under the **My Projects** tab or right-click on the Project Finder app to see the shortcut menu to all projects starred as My Projects.

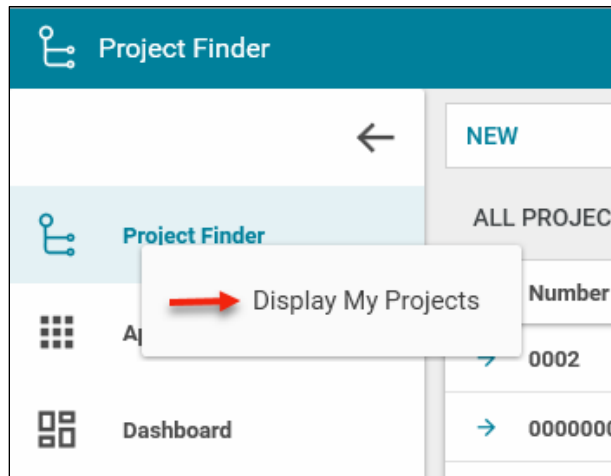
1. Click **Project Finder** on the left navigation pane.
2. Using the search feature, locate the project using the project number or project name.
3. Click the **Star** icon next to the project name in the log view.

ALL PROJECTS		MY PROJECTS	RECENT PROJECTS	Q
<a href="#">GSA Domain</a> > <a href="#">Training Partition</a> > <a href="#">DEMO Training Projects</a> <a href="#">SELECT</a>				
Number	Name			
→ 0002	CT - HARTFORD - New US Courthouse - Hartford - DEMO - Leased Acquisitions Below Prospectus	★	✎	
→ 0001	CT - HARTFORD - New US Courthouse - Hartford - DEMO - Owned Above Prospectus Project	☆	✎	
→ 000000159	CT - HARTFORD - New US Courthouse - Hartford - DEMO - Owned Below Prospectus 50k - 250k	☆	✎	
→ 000000160	HI - PEARL CITY - 97-719 KAMEHAMEHA HW - Training	☆	✎	

4. Click the **My Projects** tab in the log view. All projects which were starred are listed under My Projects.








ALL PROJECTS		MY PROJECTS	RECENT PROJECTS	Q
Number	Name			
→ 0002	CT - HARTFORD - New US Courthouse - Hartford - DEMO - Leased Acquisitions Below Prospectus	★	✎	
→ 00000001	CT - NEW HAVEN - Richard C. Lee U S Courthouse - Construction of a new Magistrate Courtroom Chambers and Clerk's Office space	★	✎	
→ 00000008	CT - NEW HAVEN - Richard C. Lee U S Courthouse - Construction of a new Magistrate Courtroom Chambers and Clerk's Office Space	★	✎	
→ 000000316	NH - CONCORD - WARREN B. RUDMAN US COURTHOUSE - Historic Life Safety Systems Upgrade	★	✎	
→ 000000016	NY - NEW YORK - SILVIO J MOLLO FB - Major Building Modernization	★	✎	
→ 000000005	NY - NEW YORK - SILVIO V MOLLO FB - Major Building Modernization	★	✎	
→ 000000008	VA - HAMPTON - Integrated Engineering Services Bldg. - Design Build of the Flight Dynamics Research Facility, NASA	★	✎	
→ 000000021	VA - HAMPTON - Integrated Engineering Services Bldg. - Flight Dynamics Research Facility, NASA	★	✎	

- Right-click the **Project Finder** app on the left navigation pane. Click **Display My Projects** to show the shortcut window to all projects starred.



- The shortcut window will open. Click the **pencil icon** to edit the project. Click the **X** in the top right corner to close this window.

My Projects X

Number	Name	
0002	CT - HARTFORD - New US Courthous	
000000001	CT - NEW HAVEN - Richard C. Lee U !	
000000008	CT - NEW HAVEN - Richard C. Lee U !	
000000316	NH - CONCORD - WARREN B. RUDMA	
000000016	NY - NEW YORK - SILVIO J MOLLO FE	
000000005	NY - NEW YORK - SILVIO V MOLLO FI	
000000008	VA - HAMPTON - Integrated Enginee	
000000021	VA - HAMPTON - Integrated Enginee	