Kahua Quick Reference Guide
Baseline Obligations

About Baseline Obligations

[Create a Baseline Obligation](#)
[Baseline an Obligation](#)
[Request a Re-Baseline of an Obligation](#)
[Close a Baseline Obligation](#)

The Baseline Obligation application can be used to track project baseline obligations on your project. Baseline Obligations must be baselined by the regional GSA Measures Manager. Once a Baseline Obligation is closed the project baseline obligation amount will move into an obligation on your project.

Create a Baseline Obligation

This action can be completed by the following roles: **Domain Administrator, GSA-Administrator Group, GSA-Regional KPM, GSA-Regional Manager, GSA-Measures Manager, GSA-PM/COR, EXT-PM**

1. From within your project, navigate to the **PM Forecast and Baseline Obligation** from the App launcher.
2. Click the **NEW BASELINE OBLIGATION** button.
3. Enter the **Description**.
4. Enter **Notes**, if needed.
5. In the **Items** section, click **Insert** to add a row.
6. Select the **ASID** from the dropdown list.
7. Select the **WBS Code** from the dropdown list.
8. The **Description** will automatically fill in with the WBS Code selected.
9. Select the one of the available **Milestones** from the dropdown list.
10. Enter **Projected Baseline** amount.
11. Click the **Save/Close** button.
12. Click the **Request Baseline** button.
13. User may also recall the submission by clicking the **Recall** button.

Baseline an Obligation

This action can be completed by the following roles: **GSA-Measures Manager**

1. Navigate to **Tasks** in the left-hand navigation pane.
2. Click on the **Baseline Obligation task**.

3. Review the **ITEMS** information.
4. Enter **Reviewer Comments**.
5. Click the **Baseline** button.

Note: The GSA Measures Manager may also click the **Return** button to "Return" the Baseline Obligation if information in the Items section is not acceptable.

Request a Re-Baseline of an Obligation

This action can be completed by the following roles: **Domain Administrator, GSA-Administrator Group, GSA-Regional KPM, GSA-Regional Manager, GSA-Measures Manager, GSA-PM/COR, EXT-PM**

1. From within your project, navigate to the **PM Forecast and Baseline Obligation** from the **Apps** launcher.
2. Click the **Baseline Obligation** from the log.
3. Click **EDIT**.
4. Enter a **Justification**.
5. Click the **Save/Close** button.
6. Click the **Request Re-Baseline** button.
7. You may recall the submission by clicking the **Recall** button.

Close a Baseline Obligation

This action can be completed by the following roles: **Domain Administrator, GSA-Administrator Group, GSA-Regional KPM, GSA-Regional Manager, GSA-Measures Manager, GSA-PM/COR, EXT-PM**

1. From within your project, navigate to the **PM Forecast and Baseline Obligation** from the **Apps** launcher.
2. Click the **Baseline Obligation** from the log.
3. Click the **Close** button.
4. Once closed, the Baseline Obligation may be reopened by clicking the **Reopen** button.

Note: When closing the Baseline Obligation, the Projected Baseline Obligation amount will be moved to an Obligation within your project. This is reflected in the Work Breakdown Structure application.