

# Kahua Quick Reference Guide

## Baseline Obligations

### Project Lifecycle Applicability



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

### Prepare for the Baseline Obligation

To prepare your project for the baseline obligation, two steps are required:

#### Add an ASID

1. Open your project.
2. Click the pencil icon beside the project name on the top bar.
3. When the project information page opens, click the **Edit** button.
4. Scroll to the **Funding** section.
5. To add project Funding, click the **Insert** button. Click the drop-down arrow and select **IRIS**, click the dropdown arrow, and select the **ASID/Work Item**.
6. Click the **Save/Close** button to save your changes.

#### Mark a Milestone for Baseline Obligations

1. Open the **Milestones** app.
2. Click the milestone record to be shown in the baseline obligation record.
3. Click the **Edit** button.

4. Click the checkbox for **Show in Baseline**.
5. Click the **Save/Close** button.

## Create a Baseline Obligation

This action can be completed by the following roles: **GSA-Regional KPM, GSA-Regional Manager, GSA-Measures Manager, GSA-PM/COR, or 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 drop-down list.
7. Select the **WBS Code** from the dropdown list.
8. The **Description** will automatically fill in with the WBS Code selected.
9. Select 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. You may also recall the submission by clicking the **Recall** button.

## Baseline an Obligation

This action can be completed by the **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: **GSA-Regional KPM, GSA-Regional Manager, GSA-Measures Manager, GSA-PM/COR, or EXT-PM.**

1. From within your project, navigate to the **PM Forecast and Baseline Obligation** from the App 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: **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 **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.

## Resources

For additional help with Kahua applications, you can access the Calendar for Instructor-led training, Self-paced videos and Quick Reference Guides (QRGs) from this link: [Training: Project Management tool | GSA](#)

## Related QRGs

[Introduction and Navigation](#)  
[Editing a Project](#)