

# Kahua Quick Reference Guide

## Milestones

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The Milestones application tracks a project's progress using a log of Milestones. There are three ways Milestones are loaded into a project. Milestones can be:

- Loaded and updated into the project from G-REX,
- Made available from the Project Template where milestones are determined by the project type and subtype, or
- Imported from a schedule within the Scheduling application.

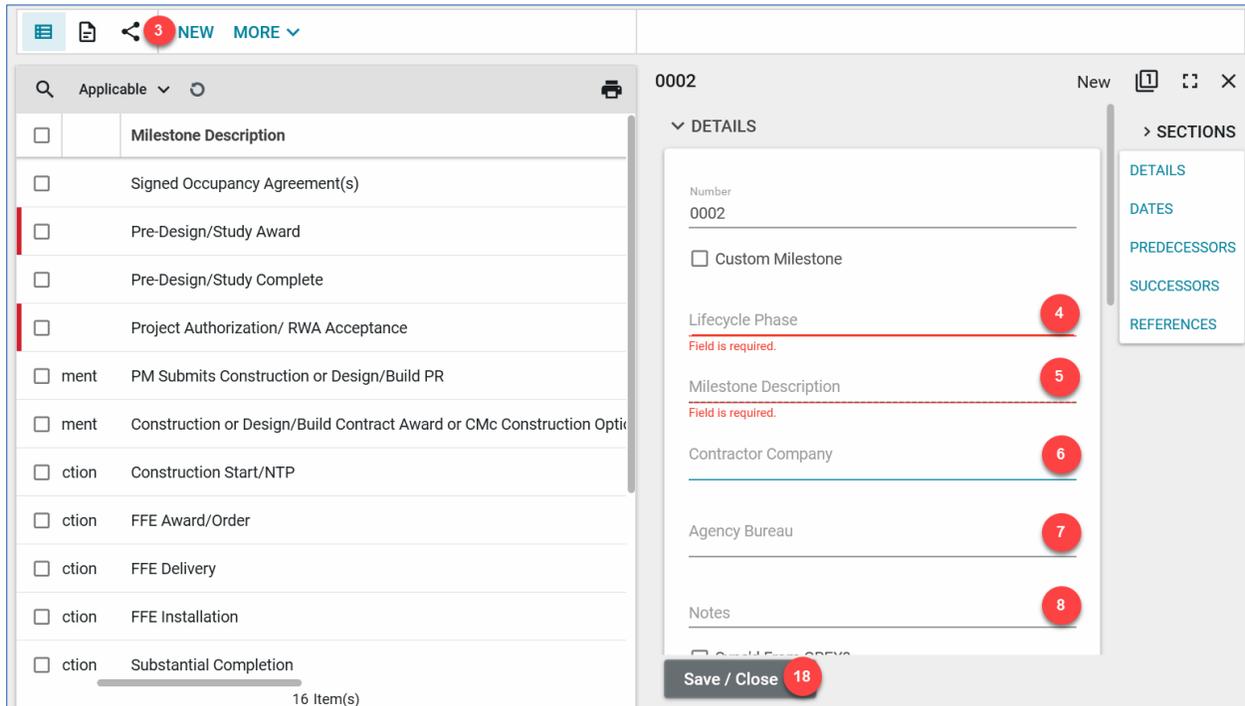
### Important Note

Applicable milestones are loaded into the project depending on the Project Type and Sub-Type selected when the project was created.

### Manually Create a Milestone

1. As the author of the milestone, navigate to the appropriate project.
2. Access the **Milestones** app from the App Launcher under the **Schedule Management** section.
3. Click **New** to create a new Milestone.
4. Click the dropdown arrow to select the appropriate **Lifecycle Phase**.
5. Click the dropdown arrow to select the appropriate **Milestone Description**.
6. Click the dropdown arrow to select the appropriate **Contractor Company**.
7. Click the dropdown arrow to select the appropriate **Agency Bureau**.
8. Enter **Notes**, if applicable.
9. If applicable, put a checkmark in the **Sync'd From GREX** box if the milestone was preloaded from the Project Template.
10. If applicable, put a checkmark in the **Show on Project Dashboard**. If checked, the milestone will be displayed on the Project Dashboard
11. Put a checkmark in the **Not Applicable** box if the milestone *does not apply* to the project.

12. Checkboxes can be selected or deselected as appropriate to the project.
13. In the **Dates** section, enter the **Estimate Completion Date**.
14. In the References section, to add a document that currently exists within the project, click the **Add Kahua Doc** button.
15. To add a document that does not exist within the project, click the **Upload** button. Multiple documents may be uploaded at one time.
16. Click the **Save/Close** button.



### Edit a Milestone

1. Navigate to the appropriate milestone.
2. Click the **Edit** button.
3. Make any updates within the milestone document. Typically this is used when entering the Estimated and Actual Completion Dates on Milestone Only Template projects (Below \$250k)
4. Click the **Save/Close** button.

0001

Preview

> SECTIONS

- DETAILS
- DATES
- PREDECESSORS
- SUCCESSORS
- REFERENCES

Number 0001

Lifecycle Phase Execution

Milestone Description Signed Occupancy Agreement(s)

Contractor Company

Agency Bureau

Notes

Show on Project Dashboard Yes

Not Applicable No

### Multi-Line Edit Milestones

1. Navigate to the Milestones Log.
2. Click the **checkbox next to multiple milestones** or the **checkbox at the top left** to select all milestones.
3. Click the **Multi-Edit** button.

MULTI EDIT VISUALIZE NEW MORE

Applicable

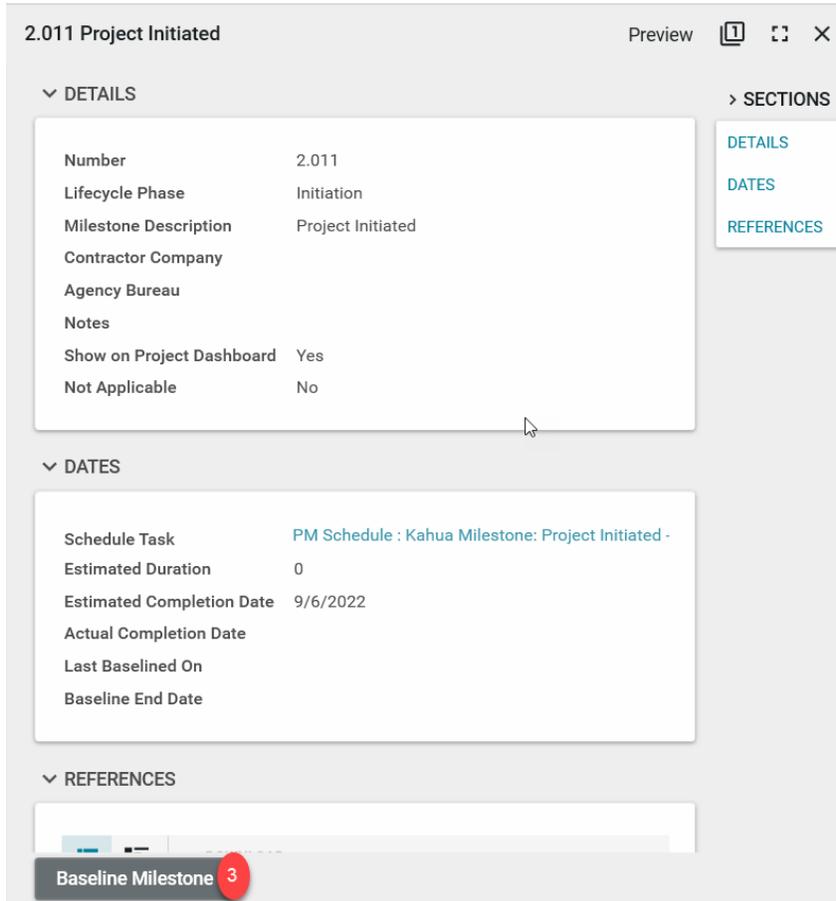
<input type="checkbox"/>	↑ Number	Lifecycle Phase	Milestone Description	Estimated Completion Date	Actual Completion
<input checked="" type="checkbox"/>	4.491	Execution Procurement	Construction or Design/Build Contract Award or CMC Construction Option		
<input checked="" type="checkbox"/>	4.581	Execution Construction	Construction Start/NTP		
<input checked="" type="checkbox"/>	4.661	Execution Construction	FFE Award/Order		
<input type="checkbox"/>	4.671	Execution Construction	FFE Delivery		
<input type="checkbox"/>	4.681	Execution Construction	FFE Installation		
<input type="checkbox"/>	4.691	Execution Construction	Substantial Completion		
<input type="checkbox"/>	5.005	Closeout	IRIS ASID Substantial Completion		
<input type="checkbox"/>	5.008	Closeout	RETA RWA Financial Completion		
<input type="checkbox"/>	5.051	Closeout	Move Award		
<input type="checkbox"/>	5.061	Closeout	Move Start/NTP		
<input type="checkbox"/>	5.071	Closeout	Move Complete		

16 Item(s)

4. Make any updates within the milestone documents that have been selected.
5. Click the **Save/Close** button.

## Baselining Milestones

1. Navigate to the Milestones Log.
2. Select the milestone that you would like to baseline. NOTE: Only milestones with an entered Estimated Completion Date may be baselined.
3. Click the **Baseline Milestone** button.



2.011 Project Initiated Preview   

▼ DETAILS > SECTIONS

Number	2.011
Lifecycle Phase	Initiation
Milestone Description	Project Initiated
Contractor Company	
Agency Bureau	
Notes	
Show on Project Dashboard	Yes
Not Applicable	No

[DETAILS](#)  
[DATES](#)  
[REFERENCES](#)

▼ DATES

Schedule Task	<a href="#">PM Schedule : Kahua Milestone: Project Initiated -</a>
Estimated Duration	0
Estimated Completion Date	9/6/2022
Actual Completion Date	
Last Baselined On	
Baseline End Date	

▼ REFERENCES

**Baseline Milestone** 3

4. To baseline multiple milestones at once you may also navigate to the Milestones Log.
  - a. Click the checkbox next to the Milestones that you would like to Baseline. You may also use the checkbox at the top left to select all milestones.
  - b. Click the **Baseline** button.
  - c. Click the **Continue** button in the Baseline Milestones? Pop up window. Baseline milestones results will show Completed.
  - d. Click the **Close** button.

MULTI EDIT VISUALIZE BASELINE 6 NEW MORE ▾						
Q Applicable ▾ ↻						
<input type="checkbox"/>	↑ Number	Lifecycle Phase	Milestone Description	Estimated Completion Date	Actual Completion Date	Last Baselined On
<input checked="" type="checkbox"/>	5 .011	Identification	Customer Request	9/6/2022		
<input checked="" type="checkbox"/>	2.011	Initiation	Project Initiated	9/6/2022		
<input type="checkbox"/>	3.061	Planning	Pre-Design/Study Award			
<input type="checkbox"/>	3.141	Planning	Prospectus - Regional CILP Submission			
<input type="checkbox"/>	3.151	Planning	Prospectus - GSA Shares Prospectus w OMB			

**Resources:**

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

**Related QRGs:**

[Scheduling](#) for more information on how to enter Milestones Dates using the Scheduling App.

**Related Videos:**

[Creating Milestones](#)

[Edit and Baseline A Milestone](#)

[Adding a New Schedule](#)

[Revising a Schedule](#)