

Kahua Quick Reference Guide

PM Forecast

About PM Forecast

The PM Forecast application can be used by Project Managers to forecast project costs. Projects costs are tracked in the Work Breakdown (WB) as Projected Obligations. The application is not intended to show any actual obligated costs.

Note: When the corresponding Obligation is integrated into Kahua, the PM Forecast must be closed to avoid duplicating the amount in Work Breakdown calculations.

Create a PM Forecast

1. From within your project, navigate to the **PM Forecast and Baseline Obligation** from the App launcher.
2. Click the **NEW PM FORECAST** button.



3. Enter the **Description**.
4. If there is a corresponding **Obligation**, select it from the dropdown list.


Note: The Obligation will typically be linked later - before you [Close the PM Forecast](#).

5. Enter any **Notes**.
6. In the **Items** section, click **Insert** to add a row for each applicable item.
 - a. Select the **WBS Code** from the dropdown list.
 - b. The **Description** will automatically fill in with the WBS Code selected but can be edited.
 - c. Enter the forecasted **Amount**.

▼ ITEMS

Status Projected

Insert 1 item(s)

<input type="checkbox"/>	Number	WBS Code	Description	Amount
<input type="checkbox"/>	01	01 Construction (ECCA) 	Construction (ECCA)	\$ 150,000,000.00

7. Click the **Save/Close** button.

Close a PM Forecast

Closing the PM Forecast removes it from the PM Forecast column in the WBS and the calculations in the WBS that include the **Potential Total Obligations**.

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

Work Breakdown Appearances

The PM Forecast will appear in the Obligations section of the Work Breakdown. It is considered a Potential Total Obligation and is included in the Variance calculations that include Potential Total Obligations.

Closing or canceling the PM Forecast record will remove it from the Work Breakdown.