



GSA Kahua Instructor Led Training Calendar

Click the course link to register for the date and time of your choice.



For a great introduction to Kahua, please visit the [eLearning Video Library](#).

Course Name	Course Description	Date Offered	Course Times	Course Duration	Audience
Welcome, Introduction, Navigation, and Communications	Welcome, review of user interface components, including app bar, project navigation, opening apps, list, detail and split views, setting up the user profile, Project Title Bar, Getting Started page, and Communications app.	6/21 Tuesday	10:00 AM ET	60 min	All GSA Kahua Users
		6/27 Monday	12:00 PM ET		All External Vendors Customers
Projects and Project Directory	Project Navigation, Project Types Overview and Rules, manual project creation, work with project data and processes. We will also cover various integrations and how they will affect project data (Buildings, Leases, Agency Bureau, IRIS Work Items, and RETA Work Requests will be covered during this session). Adding project team members to the project using the Project Directory app.	6/21 Tuesday	11:30 AM ET	60 min	ODC and Leasing PMs ODC/OCA SMEs Facilities SMEs Portfolio Acquisition
		6/27 Monday	1:30 PM ET		
Risk Register	Create a Risk Register and how to use the import feature to import project risks.	6/21 Tuesday	1:00 PM ET	30 min	ODC and Leasing PMs ODC/OCA SMEs Facilities SMEs
		6/27 Monday	3:00 PM ET		
Milestones and Schedules	Discuss the differences between Milestones and Schedules. Discuss how Milestones are created based on Project Templates, interact with other systems and how they are managed and updated. Discuss how Schedules are created based on Project Templates and how they are managed and updated.	6/21 Tuesday	2:00 PM ET	60 min	ODC and Leasing PMs ODC/OCA SMEs Portfolio Acquisition External Vendors
		6/27 Monday	4:00PM ET		
Charter and PMP	Create a Project Charter and a Project Management Plan (PMP).	6/22 Wednesday	10:00 AM ET	60 min	ODC and Leasing PMs
		6/28 Tuesday	12:00 PM ET		



GSA Kahua Instructor Led Training Calendar

Click the course link to register for the date and time of your choice.



For a great introduction to Kahua, please visit the [eLearning Video Library](#).

Course Name	Course Description	Date Offered	Course Times	Course Duration	Audience
Estimates and Funding and Work Breakdown	Create a Uniformat Planning Estimate. Discuss how Estimates are created and integrated from IRIS and RETA. Use the Work Breakdown to review how the newly created Estimate affects the project health report.	6/22 Wednesday	11:30 AM ET	60 min	ODC and Leasing PMs Portfolio
		6/28 Tuesday	1:30 PM ET		
PM Forecast	This session will show the Project Manager how the PM Forecast application can be used to forecast project costs.	6/22 Wednesday	1:00 PM ET	30 min	ODC PMs Leasing PMs
		6/28 Tuesday	3:00 PM ET		
Baseline Obligations	This session will show the users how to use the Baselined Obligation application to track project baseline obligations on a project.	6/22 Wednesday	2:00 PM ET	30 min	ODC PMs Leasing PMs
		6/28 Tuesday	4:00 PM ET		
RFIs, Packaged Submittals and Media Manager	Create, submit, and respond to an RFI. Create Submittals and Submittal Packages. This course will also cover the use of the Media Manager app.	6/23 Thursday	10:00 AM ET	60 min	ODC and Leasing PMs ODC/OCA SMEs Facilities SMEs Acquisition External Vendors Customers
		6/29 Wednesday	12:00 PM ET		
Daily Reports, Field Observations and Safety	Create and share daily reports. Create and share field observations. Initiate a Safety document.	6/23 Thursday	11:30 AM ET	60 min	ODC and Leasing PMs ODC/OCA SMEs Facilities SMEs External Vendors Customers
		6/29 Wednesday	1:30 PM ET		



GSA Kahua Instructor Led Training Calendar

Click the course link to register for the date and time of your choice.



For a great introduction to Kahua, please visit the [eLearning Video Library](#).

Course Name	Course Description	Date Offered	Course Times	Course Duration	Audience
Punch List	Create and complete punch list items.	6/23 Thursday	1:00 PM ET	30 min	ODC and Leasing PMs ODC/OCA SMEs Facilities SMEs
		6/29 Wednesday	3:00 PM ET		External Vendors Customers
File Manager	File management using File Manager and Media Manager	6/23 Thursday	2:00 PM ET	30 min	ODC and Leasing PMs ODC/OCA SMEs Facilities SMEs Portfolio Acquisition
		6/29 Wednesday	4:00 PM ET		External Vendors Customers
Design Review Part 1	Part I. Upload documents to File Manager, perform the QA Check, and process the documents into the Design Review app.	6/24 Friday	10:00 AM ET	30 min	ODC and Leasing PMs ODC/OCA SMEs Facilities SMEs
		6/30 Thursday	12:30 PM ET		External Vendors
Design Review Part 2	Part II. Review documents in the Design Review app, provide a review status, close out the design review set, and track design review comments.	6/24 Friday	11:00 AM ET	45 min	ODC and Leasing PMs ODC/OCA SMEs Facilities SMEs
		6/30 Thursday	1:30 PM ET		External Vendors
Sustainability	Demonstrate the process of capturing Sustainability information in Kahua and review the Sustainability Fact Sheet.	6/24 Friday	12:30 PM ET	30 min	ODC and Leasing PMs ODC/OCA SMEs Facilities SMEs
		6/30 Thursday	3:00 PM ET		External Vendors



GSA Kahua Instructor Led Training Calendar

Click the course link to register for the date and time of your choice.



For a great introduction to Kahua, please visit the [eLearning Video Library](#).

Course Name	Course Description	Date Offered	Course Times	Course Duration	Audience
Reporting and Dashboards	Create a basic dashboard, customize a log view, and review reporting options.	6/24 Friday	1:30 pm ET	60 min	ODC and Leasing PMs ODC/OCA SMEs Facilities SMEs Portfolio Acquisition External Vendors
		6/30 Thursday	4:00 pm ET		
ePM to Kahua Migration	Locate and review project information that was migrated from ePM to Kahua.	6/24 Friday	2:30 PM ET	60 min	ODC PMs
		6/30 Thursday	4:30 PM ET		
Client Project Agreement	This session walks the user through the steps to create and update a Client Project Agreement. This session is offered the last Wednesday of each month.	6/29 Wednesday	1:00 PM ET	60 min	Planning Managers
		7/27 Wednesday			