The end of November marked the completion of the Discovery & Assessment phase of the Kahua Implementation Plan. Several in-depth conversations were held between GSA and Kahua to better understand the capabilities of the tool and how it could be configured to meet our project team needs. Topics of discussion included: portfolio and project management, migrations, document management, cost management, file management (and design reviews), domain setup/admin, integrations, schedule, reporting/dashboarding, and earned value.

We entered the Agile Configuration & Testing phase at the beginning of December. A schedule of sprints was established to identify what areas of the tool will be configured. This phase is an iterative process that allows the tool to be configured and tested on a continuous basis until the tool meets our project team expectations. The Agile Configuration & Testing phase is scheduled to be complete in August 2021.

Alongside the Agile Configuration & Testing phase, we began the initial archiving process for all ePM/ePMXpress projects currently in the completed or cancelled workflow states to the Enterprise Document Management System (EDMS). This archiving activity will include data and documents for these specific projects only. We will provide detailed information for projects in other ePM workflow states (execution, on-hold, closeout, and planning) at a later date.

It is important to note that the archived completed and cancelled projects will remain available for updates in ePM/ePMXpress until Kahua Go-Live, which is scheduled for Fall 2021. In the event that data needs to be added to a completed or cancelled project after the initial archive exercise, users are free to make changes. We will schedule additional archiving exercises to capture any added data after the initial run. A schedule of these dates will be shared with the ePM community once the dates are established. Once Kahua is live and we have transitioned from ePM to Kahua, all completed and cancelled project data will be available only in EDMS.

The SAS&T team began offering ePM Archive Prep training in December to assist project teams with this process. Additional prep sessions will be held in the upcoming months. Please refer to the ePM training calendar that is released at the end of every month for upcoming training session dates and times.

Project teams are being asked to ensure the correct workflow state is selected and information is up-to-date for these projects. Project teams should also update their schedules and upload any attachments that they would like to access via EDMS in the future. Other attachments to consider uploading for a full project record are design documents, CILP documents, and images.

We will continue to update you on Kahua status through this newsletter. Internal users can visit the Kahua Google Site for additional information. This site includes Frequently Asked Questions, a Kahua Calendar of Events, Points of Contact, the latest News, and Resource Documents. In case you missed it, a link to the recording of the National Kahua (Demo and Q&A) Webinar held November 16, is available on the Resources tab. We recommend you bookmark and visit the Kahua Google Site often as it will be updated with the latest information on Kahua.

If you have any questions or would like to get more involved with Kahua configuration and testing of the tool, please contact tina.atkins@gsa.gov.
Regional Spotlight: Region 9 Project Dashboard

Marcos Maestas, Stephanie Asiddao, and Annette Nuez from the Information Management branch with the Region 9 Program Management Office, used to spend at least 6-8 hours each week manually aggregating and updating information from multiple data sources to update their regional KPIs and Measure Data and to determine regional data quality. In order to gain efficiency and visibility into the data to project teams and regional leadership, the team utilized the functions available in Google Sheets to build a regional dashboard. This freed the team up to be more proactive and work closer with teams to improve their project data.

Additionally, the easy availability of performance information and the team's spotlight on high performers has led to an improved culture and awareness of the need for current and consistent data for reporting. The team has seen marked improvement across all of their Service Centers, with the Los Angeles Service Center in particular seeing a 300% improvement since the dashboard was released.

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