



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.	Tue 9/12/23	11:00 AM ET	60 min	All GSA Kahua Users All External Vendors Customers
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.	Tue 9/12/23	2:00 PM ET	60 min	ODC and Leasing PMs ODC/OCA SMEs Portfolio Acquisition External Vendors
RFIs and Media Manager	Create, submit, and respond to an RFI. This course will also cover the use of the Media Manager app.	Wed 9/13/23	11:00 AM ET	60 min	ODC and Leasing PMs ODC/OCA SMEs Facilities SMEs Acquisition External Vendors Customers
Packaged Submittals	Create Submittals and Submittal Packages.	Wed 9/13/23	12:30 PM ET	60 min	ODC and Leasing PMs ODC/OCA SMEs Facilities SMEs Acquisition External Vendors Customers
File Manager	File management using File Manager	Thu 9/14/23	11:00 AM ET	30 min	ODC and Leasing PMs ODC/OCA SMEs Facilities SMEs Portfolio Acquisition External Vendors Customers
Reporting and Dashboards	Create a basic dashboard, customize a log view, and review reporting options.	Tue 9/26/23	11:00 AM ET	60 min	ODC and Leasing PMs ODC/OCA SMEs Facilities SMEs Portfolio Acquisition External Vendors
Meetings App	Use the Meetings app to create meetings, capture meeting minutes and assign meeting action items.	Thu 9/28/23	2:00 PM ET	60 min	ODC and Leasing PMs ODC/OCA SMEs Facilities SMEs Acquisition External Vendors Customers