

Kahua Quick Reference Guide

Editing a Project in the Projects App – Delegated Projects

Project Lifecycle Applicability



About Project Edits

[Edit a Project in the Projects App](#)

[Update the Roster: Project Manager](#)

[Update the Roster: Change the Delegation Manager in the Project Executive/Sponsor Field](#)

[Update the Internal Status](#)

[History of the Project Properties Form](#)

After a project has been created, changes can be made to any of the existing data, and fields that were initially left blank can be completed from the **Project** form.

Edit a Project in the Projects App

Update the Roster: Project Manager

The **Project Manager** field in the **Roster** is a required field when a project is created, but it can be changed at any time. Changing the Project Manager in the Project form gives the new Project Manager permissions and removes the permission from the previous Project Manager.

1. Open the project using **Project Finder** in the left navigation pane.
2. Click the pencil icon next to the project name to open the project for edits.



3. Click the **Edit** button on the top toolbar of the Project Details.
4. In the **Project Manager** field in the **Roster** section, click the arrow to open the list, and click on the name of the new Project Manager.

▼ ROSTER

Project Manager
Ashley White - GSA ✕

Contracting Officer
Loretta Maine - GSA ✕

Property/Facility Manager
Wayne Frias - GSA ✕

Project Executive/Sponsor
Susan Mills - GSA ✕

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

Update the Roster: Change the Delegation Manager in the Project Executive/Sponsor Field

1. Open the project using **Project Finder** in the left navigation pane.
2. Click the pencil icon next to the project name to open the project for edits.



3. Click the **Edit** button on the top toolbar of the Project Details.
4. In the **Project Executive/Sponsor** field in the **Roster** section, click the arrow to open the list, and click on the name of the new team member. The Project Executive/Sponsor should be the name of the GSA's regional Delegation Manager.

▼ ROSTER

Project Manager
Susan Mills - Solution Guidance Corporation ✕

Property/Facility Manager
Wayne Frias - Solution Guidance Corporation ✕

Project Executive/Sponsor
Ashley White - GSA ✕

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

Update the Internal Status

The Internal Status section that was not available in the Create New Project form appear after a new project has been created. Edit mode allows you to complete these sections except for the Dates section, which is managed by the Milestones app.

1. Open the project using **Project Finder** in the left navigation pane.
2. Click the pencil icon next to the project name to open the project for edits.

000000019 - DC - WASHINGTON - LYNDON B. JOHNSON FEDERAL BLDG - Dept of Ed Prospectus Consolidation ✎

3. Click the **Edit** button on the top toolbar of the Project Details.

Each **Internal Status** entry creates a new row in the section and includes the Comment, Created By, and Creation Date (and time).

- a. To enter a new Status, enter text in the **New Internal Status Comment** field.

▼ INTERNAL STATUS

New Internal Status Comment

A phasing plan has been developed for the currently available funds. The second phase work will be dependent upon additional project funds and will be

	Comment	Created By	Creation Date
<input checked="" type="checkbox"/>	Initial design funding in Presidents FY06 budget. D/B Contract & CMA Contract awarded 3/30/10. The Final Concept Design was presented to the Commissioner on 9/29/10 and was	Cillisha Knights	1/28/2022 9:41 AM
<input checked="" type="checkbox"/>	The contractor has begun the framing and is currently on schedule. All utilities have been disconnected and temporary power and	Loretta Maine	8/31/2022 4:28 PM

▼ CLIENT STATUS

New Client Status Comment

	Comment	Created By	Creation Date
<input checked="" type="checkbox"/>	The contractor has begun the interior framing and is currently on schedule for an early April completion. All utilities have been disconnected and temporary power and	Loretta Maine	8/31/2022 4:29 PM

- b. Click the **Save/Close** button.

History of the Project Properties Form

1. To view the historical changes made to the project properties form, click the **History** button on the top tool bar.
2. To view a specific edit, click the **View Edit** link located to the right of the history reference.

Nick Gicale	Apply Template	1/6/2022 10:20:56 AM
Nick Gicale	Edited	view edit 12/15/2021 9:54:54 AM
Nick Gicale	Save / Close	view edit 12/8/2021 4:37:54 PM
Nick Gicale	Active	view edit 12/8/2021 4:36:48 PM

[View Complete History](#)

3. To close the form, click the **X** in the top right corner.

Resources

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