

Kahua Quick Reference Guide

Manual Project Creation

Project Lifecycle Applicability



About Project Creation

- [Create a New Project Using Project Finder](#)
- [Create a New Project Using the Projects App Integration and Lookup Fields](#)

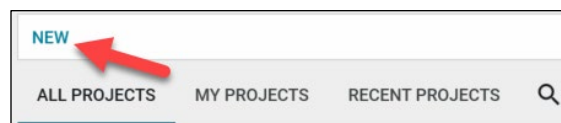
Completing a new project form creates the project in Kahua for project management team collaboration. The Project Details entered in the form serve as a profile for the project and include the high-level project scope, relevant roles, the parties assigned to those roles, significant project dates, and much more.

Projects can be created using one of two methods: [Using Project Finder](#) or [Using the Projects App](#).

Create a New Project Using Project Finder

The following roles have permissions to perform this activity: **GSA-Regional KPM, GSA-Regional Manager, GSA-PM/COR, GSA-Sustainability Admin, GSA-Project Creator, or EXT-PM.**

1. Click **Project Finder** in the left navigation pane.
2. Click **NEW** from the top toolbar to open the **Create a Project** window.



3. Navigate to the proper 'parent' partition so that it is shown as the **Project Location** in blue across the top.

Note: When creating a project, the location of the project are important. Projects should be added to the lowest partition level for the Region. Typically, this is a Service Center,

Branch, or Field Office.

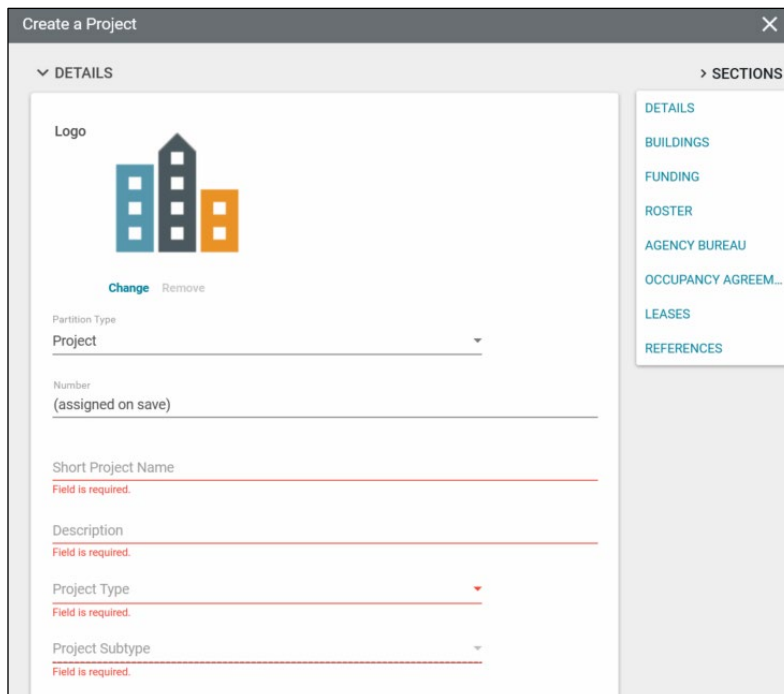
4. Click **Next**.
5. Populate all required fields and other applicable information in the **Create a Project** window.
6. Required fields:
 - **Short Project Name** – This is combined with the City, State, and Building to become the Project Name.
 - **Description** – This is printed in Fact Sheets and other reports to describe the purpose of the project.
 - **Project Type** and **Project Subtype** – These selections determine the template that is used for your project. The template configures Work Breakdown codes, applicable Milestones and whether you manage Milestones from the Milestones app or are required to upload Schedules to add dates.
 - **Building** – The buildings available in the list are pulled from the Buildings app, which is populated by integrations from REXUS.

Note: Building is not a required field for Lease Acquisition or Non-Space Projects.

- **Funding Type** – IRIS or RETA must be selected for the first item row.

Note: Funding Type is not a required field for projects where Lease Acquisition is the Project Type.

- **Project Manager** – The individual that is selected here will automatically have PM/COR access to the project.



The screenshot shows a 'Create a Project' window with a 'DETAILS' section and a 'SECTIONS' sidebar. The 'DETAILS' section contains the following fields:

- Logo:** A graphic of three stylized buildings (blue, grey, orange) with 'Change' and 'Remove' links below it.
- Partition Type:** A dropdown menu currently set to 'Project'.
- Number:** A text input field with '(assigned on save)' below it.
- Short Project Name:** A text input field with a red error message 'Field is required.' below it.
- Description:** A text input field with a red error message 'Field is required.' below it.
- Project Type:** A dropdown menu with a red error message 'Field is required.' below it.
- Project Subtype:** A dropdown menu with a red error message 'Field is required.' below it.

The 'SECTIONS' sidebar on the right lists the following sections: DETAILS, BUILDINGS, FUNDING, ROSTER, AGENCY BUREAU, OCCUPANCY AGREEM..., LEASES, and REFERENCES.

7. Other notable fields:

- **Logo** – You can upload a photo for your project by clicking the **Change** link and selecting the file from your local files.
- **Number** – Is assigned when you save the record.
- **REXUS Number** – If applicable, enter a REXUS Number. This will pull REXUS information into the project.

Note: The REXUS Number is included in the Project Name.

- **ASID/Work Item and RWA/Work Request** – The list that opens when IRIS or RETA is selected in an item row comes from the Work Items or Work Request app that is brought into the project via [integration](#).

Note: The Work Item(s) and Work Request(s) selected here determines funding information that is integrated into the project.

- **Agency Bureau, Occupancy Agreements, Leases** – These lists come from the Reference Apps that are populated from integrations from the applicable system.

8. Click the **Save** button at the bottom of the page to create the new project.

Notification: The Kahua Program Manager and Domain Administrators receive a message with the subject: “[Kahua Project Number] – [Project Name]: Project Has Been Created.” The body of the message contains a link to the Kahua project.

Create a New Project Using the Projects App

The following roles have permissions to perform this activity: **GSA-Regional KPM, GSA-Regional Manager, GSA-PM/COR, GSA-Sustainability Admin, GSA-Project Creator, or EXT-PM.**

The Create a Project form can also be accessed from the Projects app in the partition just above where the project should be located.

1. Click on **Project Finder** in the left navigation pane.
2. Navigate and open to the proper ‘parent’ partition for the new project.
3. Open the **Projects** app from the App Launcher.
4. Click **New Project** from the top of the page.
5. The form opens in the right side pane.
6. Required fields:
 - **Short Project Name** – This is combined with the City, State, and Building to become the Project Name.
 - **Description** – This is printed in Fact Sheets and other reports to describe the purpose of the project.
 - **Project Type and Project Subtype** – These selections determine the template that is used for your project. The template configures Work Breakdown codes, applicable Milestones and whether you manage Milestones from the Milestones app or are required to upload Schedules to add dates.
 - **Building** – The buildings available in the list are pulled from the Buildings app,

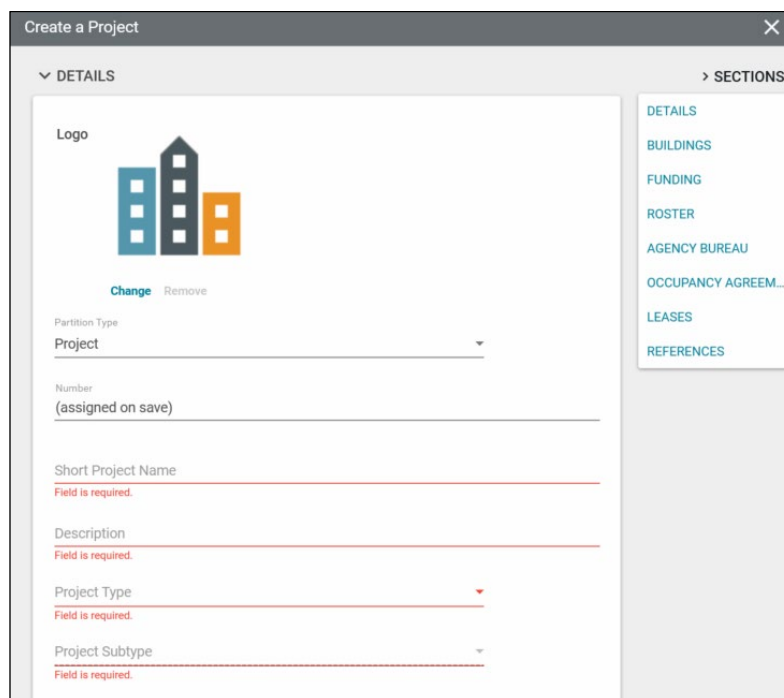
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Integration and Lookup Fields

The table below summarizes information in the Projects app that comes from other Kahua apps or from other GSA applications.

Section	Field	Source System(s) or Kahua App
Dates	Start Date	Milestones, Scheduling
	End Date	Milestones, Scheduling
	Current Milestone	Milestones, Scheduling
	Current Milestone Estimated Completion	Milestones, Scheduling
	Milestone Modified Date	Milestones, Scheduling
Funding	ASID/Work Item	IRIS
	RWA/Work Request	RETA
Agency Bureau	Agency Bureau	OA Tool, FMIS
Client Project Agreements	Client Project Agreement	Kahua Client Project Agreement app
Occupancy Agreements	Occupancy Agreement	OA Tool
Leases	Leases	REXUS

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](#)

Related QRGs

- [Editing a Project](#)
- [Project Directory](#)
- [References Section Within Apps](#)
- [Reporting](#)