Kahua Quick Reference Guide
Project Creation – Delegated Projects

Project Lifecycle Applicability

**Identification/
Initiation**

About Project Creation

Completing the New Project Form creates a Kahua project 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, and significant project dates.

Create a Project Using Project Finder

1. Click on **Project Finder** in the left navigation pane.
2. Navigate to the proper delegated partition for your region partition.
   a. Click the blue house icon.
   b. Click **GSA Domain**.
   c. Click **GSA**.
   d. Find the desired Region.
   e. Click diagonal arrow next to the Delegated Projects folder to enter the partition.
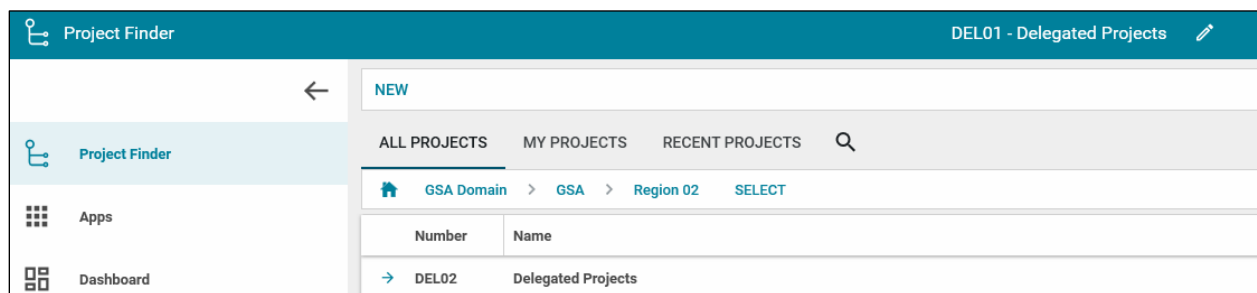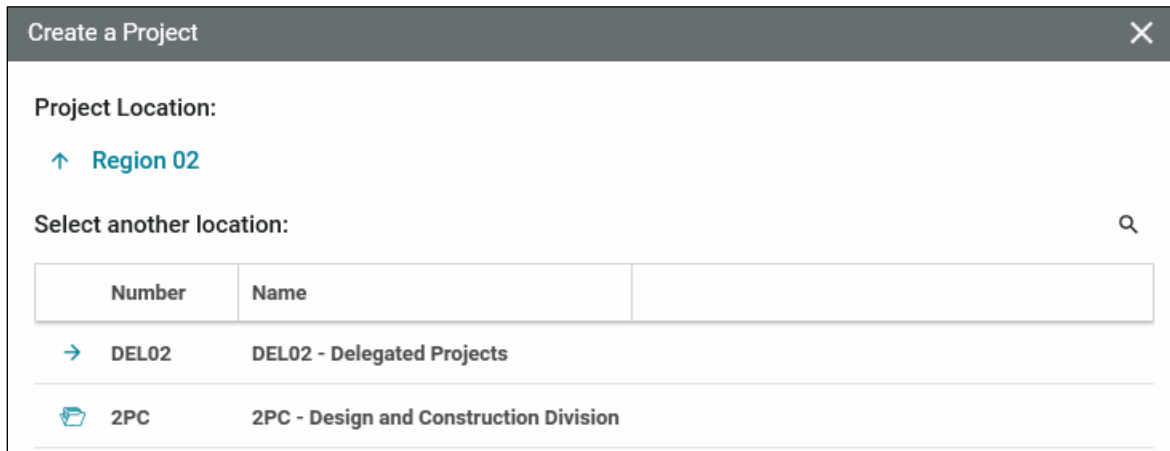

The partition is now shown as the **Project Location** in blue at the top of the window.

3. Click **NEW** from the top toolbar to open the **Create a Project** window.
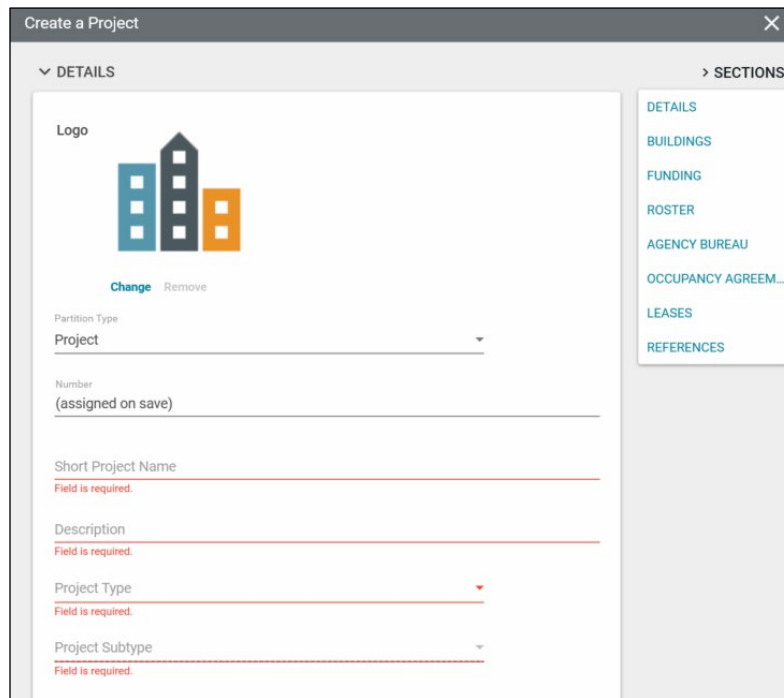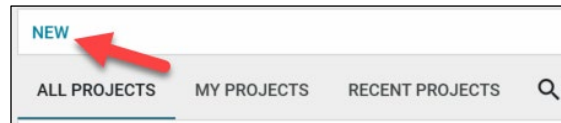
4. Select the Delegated Projects folder as the location and click the **Next** button.
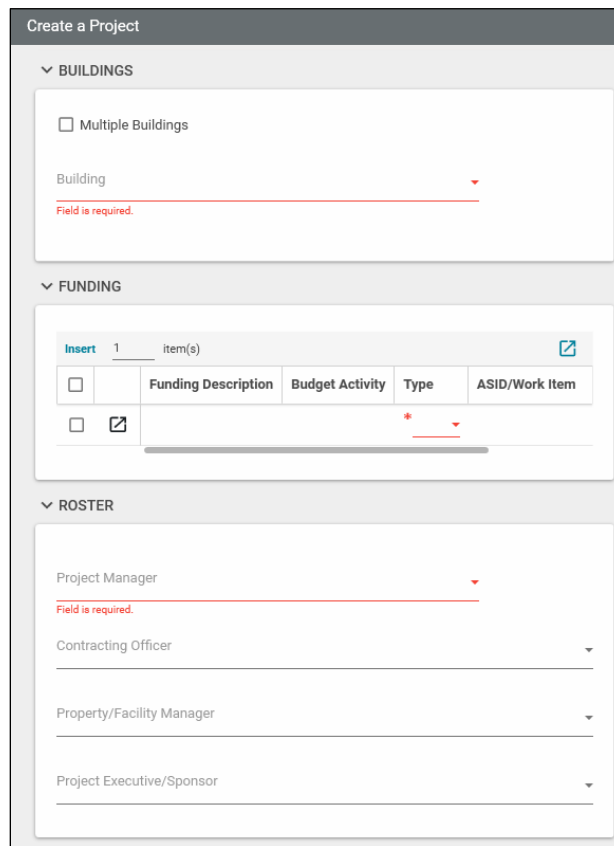

5. Populate all required fields and other applicable information in the **Create a Project** window.
6. Required fields:
   - **Short Project Name** – This will be combined with the City, State, and Building to become the Project Name.
   - **Description** – This is printed on reports to describe the purpose of the project.
   - **Project Type** – Select "Other"
   - **Project Subtype** – Select "Delegated Building Projects"
   - **Scope Indicators** – If desired, select items that are part of the project.

- **Building** – Select the applicable building. The buildings in the list are populated by integrations from REXUS.
- **Project Manager** – Select the appropriate Project Manager. The assigned Project Manager will automatically have PM/COR access to the project.
- **Property/Facility Manager** – Select the name of the GSA Property/Facility Manager
- **Project Executive/Sponsor** – Select the regional Delegation Manager

- **Agency Bureau** – Select your Agency Bureau. This list comes from the Index Apps that are populated from integrations from the applicable system.
- **Number** – The project number will be assigned when you save the record.
7. Click the **Save** button at the bottom of the page to create the new project.

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

Project Finder