

Kahua Quick Reference Guide Project Creation – Delegated Projects

Project Lifecycle Applicability



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.

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		←	NEW	I			
<u>و</u>	Project Finder		ALL	PROJECTS	MY PROJECTS RECENT PROJECTS Q		
			ñ	GSA Domair	A > GSA > Region 02 SELECT		
	Аррз			Number	Name		
먊	Dashboard		<i>→</i>	DEL02	Delegated Projects		

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.

Create a Project		×
Project Location:		
↑ Region 02		
Select another loca	ation:	م
Number	Name	
Number	Name	
→ DEL02	DEL02 - Delegated Projects	
🐑 2РС	2PC - Design and Construction Division	

- 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.





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DETAILS	> SECTIONS
	DETAILS
Logo	BUILDINGS
	FUNDING
888	ROSTER
	AGENCY BUREAU
Change Remove	OCCUPANCY AGREEM
Partition Type	LEASES
Project *	REFERENCES
Number (assigned on save)	
Short Project Name	
Field is required.	
Description	
Field is required.	
Project Type	
Field is required.	
Project Subtype	

- **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





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Building				•
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FUNDING				
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ROSTER Project Mana	iger			•
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Project Mana				•
Project Mana Field is required. Contracting (·

- **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: <u>Training: Project</u> <u>management tool | GSA</u>

Related QRGs

Project Finder

