

# Kahua Quick Reference Guide

## Project Creation for the EVSE Program

### Project Lifecycle Applicability



### About EVSE Project Creation

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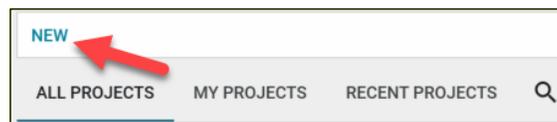
This Quick Reference Guide (QRG) contains instructions on creating a new Electric Vehicle Supply Equipment Program project.

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, and significant project dates.

### Create a New Project

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 on **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 partition so that it is shown as the **Project Location** in blue text at the top of the window.

Create a Project
✕

Project Location:

↑ Region 01

Select another location: 🔍

Number	Name
1P BA61	1P BA61 - BA61 Studies
DEL01	DEL01 - Delegated Projects
1PC	1PC - Design and Construction Division
1P CANCEL	1P CANCEL - R01 Cancelled Projects
1PR	1PR - Real Estate Acquisition Division
1PS	1PS - Service Centers Division
1P-Staging	1P-Staging - Staging

**Note:** When creating a project, selecting the correct location of the project is 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 in the Milestones app or are required to upload Schedules to add dates.
  - **Programs** – Select **Electric Vehicle Supply Equipment (EVSE) Program – Ordering Path 1**.

Partition Type	Project
Number (assigned on save)	
Rexus Number	
Short Project Name	New Charging Ports
Description	Install 6 new charging ports on the south side of the building and 12 new ports on the north side
Project Type	Owned - Below Prospectus
Project Subtype	\$50K - \$250k
Programs	Electric Vehicle Supply Equipment (EVSE) Program - Ordering Path 1

- **Buildings** – The buildings available in the list are pulled from the Buildings app, which is populated via [integration](#).

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

- **Funding** – IRIS or RETA must be selected for the first row in the Type column. If the ASID/Work Item or **RWA/Work Request** is known, select the appropriate number in the column. 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](#).

**BUILDINGS**

Multiple Buildings

Building  
 1 - CT0003ZZ - BRIDGEPORT US POST OFFICE, CT

Location Code: CT0003  
 Location Name: BRIDGEPORT US POST OFFICE  
 State: CT  
 Field Office Code: 5300 - SOUTH SERVICE CENTER  
 Address: 120 MIDDLE ST BRIDGEPORT, CT 06603-0000  
 Country: United States  
 County: FAIRFIELD COUNTY  
 Central Business Area (Yes / No): Y  
 Congressional District: 4  
 Congressional Representative Name: James A. Himes  
 GLC Code: 840090080001  
 Latitude:  
 Longitude:

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**FUNDING**

Insert 1 item(s)

<input type="checkbox"/>	Funding Description	Budget Activity	Type	ASID/Wor	RWA/Work Request
<input type="checkbox"/>	Installation of dual electrical vehicle charging station across from		* RETA		2027133: N - Installation of dual electrical vehicle charging station

**Note:** Funding is not a required field for Lease Acquisition projects.

- **Project Manager** – The individual that is selected here will automatically have PM/COR access to the project.
7. Other notable fields:
- **Logo** – You can upload a photo for your project by clicking the **Change** link and selecting a file from your local files. Acceptable file types are .jpg and .png.
  - **REXUS Number** – If applicable, enter a REXUS Number. Entering a REXUS number pulls REXUS information into the project.

**Note:** The REXUS Number is appended to the Project Name upon saving the project.

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

## Integrations 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
Buildings	Building	REXIS
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 QRGs from this link: [Training: Project management tool | GSA](#)

## Related QRGs

[Editing Project Information in the Projects App](#)  
[Project Directory](#)  
[Reporting](#)