



GSA Public Buildings Service

Client Enrichment Series

Kahua - a project communication and collaboration platform

June 25,2024



Welcome

Kahua

June 25, 2024

*The presentation
will start at
1:00pm Eastern*

Note: Phones are automatically muted during the presentation. Submit questions to our presentation team via your Q&A pane and we'll answer as many questions as possible during the presentation.

All questions will be responded to in writing in a formal Q&A document, posted along with the slide deck and session recording, on our website, <http://www.gsa.gov/ces>

Introductions



Marcos Maestas

Acting Kahua Product Owner

Center for Cost, Schedule and Tools

Office of Project Delivery

GSA Public Buildings Service - Central Office



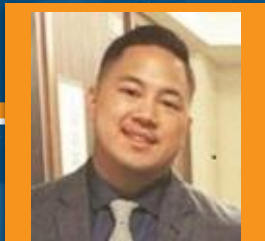
Tina Atkins

Kahua Change Management and Communications Lead

Center for Cost, Schedule and Tools

Office of Project Delivery

GSA Public Buildings Service - Central Office



Wayne Frias

SAS&T Program Manager

Kahua System Administration, Support, & Training

Office of Design and Construction

GSA Public Buildings Service - Central Office

Agenda

01 Kahua overview

- 02**
- What is Kahua?
 - What does Kahua offer?
 - How will I use Kahua?
 - How do I access Kahua?
 - Where can I find resources?

03 Quick demo

04 Panel discussion

Q&A



01 Kahua Overview

GSA's new project management and collaboration tool

What is Kahua?

- Commercial off-the-shelf, web-based software configured for GSA
- Access via desktop, web browser or mobile device
- FedRAMP approved, supporting CUI/Sensitive Building Information (formerly SBU)
- Controlled access to project information
- Integrates with PBS data sources
- Includes the full project lifecycle
- Accommodates different project types and sizes
- Allows for stakeholder collaboration

1. Ability to stay informed and up-to-date on your project

What does Kahua offer?

- Get project information in one location
- Access to project information when you need it
- View project status, contacts, daily reports, field observations, submittals, punch lists, RFIs
- See project information in a dashboard or report format
- Download attachments and export views of project information

2. Ability to improve project delivery through collaboration

What does Kahua offer? con't

- Participate in the project management process by reviewing project documents and providing comments, “workflows”
- Upload and workflow project documents if needed
- Share project information with non-Kahua users
- Track the history of comments and decisions

How will I use Kahua?

View project information

Customers will have read-only access to the following applications in Kahua to view project information:

- **Projects** - view details and status
- **Daily Reports** - view daily activities
- **Design Review** - view design review sets and comments
- **Field Observations** - view comments
- **Packaged Submittals** - view submittals and comments
- **Punch Lists** - view list and comments
- **RFIs** - view RFIs and comments
- **Media Manager** - view photos
- **Project Directory** - view core project team

Collaborate with project team members

Customers will have the ability to contribute to the following applications in Kahua:

- **Communications** - draft/send memos, transmittals, letters
- **File Manager** - upload/view documents
- **Meetings** - create/edit meeting agendas/notes
- **Dashboards** - create and view dashboards
- **Tasks** - participate in the review of Design Reviews, RFIs, Submittals, and other apps teams work in collaboratively

NOTE:

- All Client Project Agreements (CPA) will be managed in the tool and approved via DocuSign. Customers will not access CPAs in Kahua.
- Kahua provides project information on a project-by-project basis. Aggregate reporting not available.

Poll Question

If you do not see the pop-up poll, please respond in the **Chat** pane

What Kahua applications interest you the most?

Select all that apply

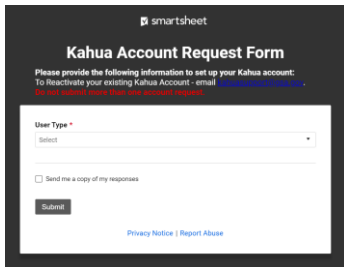
- Daily Reports and Field Observations
- Dashboards
- Design Review
- File Manager and Media Manager
- Meetings
- RFIs and Packaged Submittals
- Project Directory
- Projects
- Punch Lists
- Tasks

How do I access Kahua?

Request Access

Fill out and submit the [Request Kahua Access Form](#). Be sure to include:

- A valid email address for yourself.
- A valid email address for the [GSA](#) Project Manager of the project you wish to access. Only one PM email is needed for a license. If you need access to more than one project: after you receive your license, contact the PM of the project to request access. Do not submit another license request.

A screenshot of the Kahua Account Request Form. The form is titled "Kahua Account Request Form" and includes instructions: "Please provide the following information to set up your Kahua account: To Reactivate your existing Kahua Account - email". There is a "User Type" dropdown menu with "Select" as the current selection. Below the dropdown is a checkbox labeled "Send me a copy of my responses". A "Submit" button is located at the bottom left of the form area. At the bottom of the page, there are links for "Privacy Notice" and "Report Abuse".

Create Multi-Factor Password

You will receive an email from kahua.support to create a multi-factor authentication password. Follow the instructions to create a 13-character password.

- NOTE: The MFA provider will change in the near future to Login.gov. Instructions for accessing Kahua using Login.gov will be emailed to licensed Kahua end users.

Login

You will receive an email from outbox@kahuafn.com with Subject: "Your new Kahua account is ready!". You can now log into your active Kahua account using your email address, MFA username and password. Login using launch.kahuafn.com. For quick access, it's recommended you bookmark the Kahua web URL.

- Note: If you do not see your project in Kahua, contact the GSA PM to check whether you have been added to the Project Directory and and the Customer Group.



Project management information system on gsa.gov

Where can I find resources?

- General Kahua information, access steps and training resources can be found on this site.
- Training resources include: short 'how-to' videos, quick reference guides and a pdf of the monthly online training calendar.
- Starting in August, a customer course will be added to the monthly online training offerings.
- For assistance email kahuasupport@gsa.gov
- For recorded Client Enrichment Series sessions go to the [CES page on gsa.gov](#)

02 Quick demo

03 Panel Discussion

Census Reimagine & BLS Charting Forward

- Suitland, MD
- Repair & Alteration
- \$200M
- Usable SF 1,167,642



Panel Members - NCR

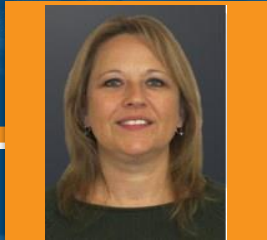


David Marsden

Senior Project Manager

Office of Design and Construction

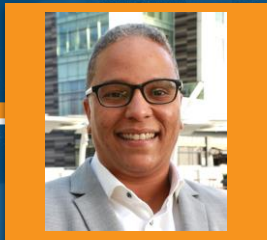
GSA Public Buildings Service - National Capital Region



Mindy Davis

Project Engineer/Coordinator

Jacobs



Ursula Johnson

Senior Quality Assurance Construction Manager

AFG Group, Inc

Flight Dynamics Research Facility (FDRF), NASA

- Hampton, VA
- New construction
- \$50M



Photo courtesy of David C. Bowman

Panel Members - R3



Bill Faustman

Project Manager

Capital Division

GSA Public Buildings Service - Mid Atlantic Region (R3)




David Storch

Project Manager

Projects and Engineering Branch

Langley Research Center

National Aeronautics and Space Administration (NASA)




What has been your
experience in accessing,
navigating and learning
Kahua?



How are you using Kahua?


What applications do you use?




How do you use Kahua to collaborate on projects?



What has been challenging
for you with using Kahua?



What enhancements would
you like to see
implemented in Kahua?



What tips/advice do you have for other federal agencies starting to use Kahua?

Q&A



Thank You

Join us for these upcoming
Client Enrichment Series
events...

Workplace Investment Feasibility Model (WIFM) 3.0 - Sustainability Upgrade

Tuesday, July 9th 1pm - 2:30pm EDT

[Register Now](#)

PBS Customer Dashboard - Reporting Made Easy!

Thursday, July 11th 1pm - 2pm EDT

[Register Now](#)

Workplace Innovation Lab - Insights and Applications

Thursday, August 15h 1pm - 2pm EDT

[Register Now](#)

watch **[CES recordings](#)** on  **YouTube**

visit **www.gsa.gov/ces**

email **clientenrichmentseries@gsa.gov**