

# Kahua Quick Reference Guide

## Scheduling

### Project Lifecycle Applicability



### About Scheduling

The Scheduling application is used to manage and view project schedules. Schedule Tasks are added by uploading and processing MS Project Templates. Edits can then be made in the MS Project Template files and then revised in the Kahua Scheduling App.

**Note:** To baseline the schedule in Schedule Driven Kahua Projects, **Baseline Dates** should be managed in Milestones App. To Baseline a Milestone, please see the Milestones QRG.

[Access the MS Project Schedule Templates](#)

[Add the PM Schedule](#)

[Manage Tasks Items](#)

[Navigate to the Corresponding Milestone](#)

[Revise a Schedule](#)

[Adding a New Vendor/External Schedule](#)

[Allow Milestone/Schedule Baselines](#)

[List Views](#)

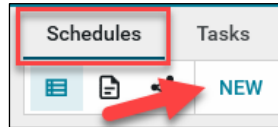
### Access the MS Project Schedule Templates

1. Download the applicable template for your project from the MS Project Schedule Templates at [this Google Drive link](#).
2. Open the schedule file on your computer and make updates using MS Project and save them locally to your computer, so they can be uploaded to Kahua. See [Step 7](#), below.

**Note:** Take care when/if you delete tasks from the template schedule to ensure that doing so will not break any schedule logic for preceding or succeeding tasks. The file includes all the standard schedule tasks and appropriate coding to connect your schedule updates to the Milestones app in Kahua. You can add other tasks for any project specific tasks that you need to track.

### Add the PM Schedule

3. In the **Scheduling** app, open the **Schedules** sub-app from the top ribbon and click **NEW**.



4. Enter the **Name** of the schedule.
5. Click on **Select File**.
6. Click on the **Filename** field in the Upload File window.
7. Select the schedule you saved in [Step 2](#) above.
8. Click **Upload** in the Upload File window.
9. Click **OK** on the Add Files window.
10. Enter a **Description** of the schedule.
11. **Save/Close** to save the file to the record.
12. Click on **Process** to pull in Scheduling Tasks and update the Milestones.

### Manage Tasks Items

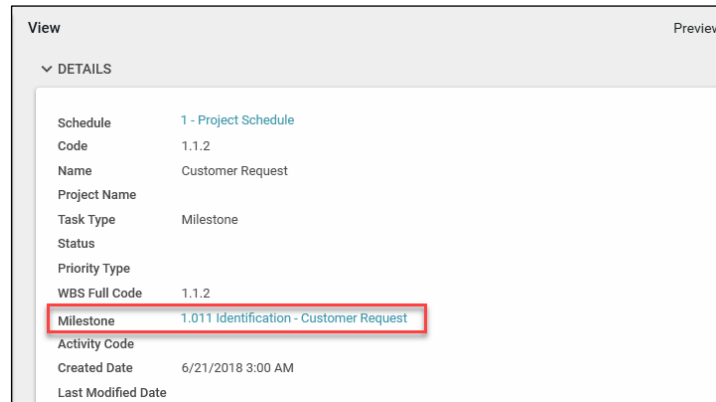
1. Click on the **Tasks** sub-app in the top ribbon.
2. Select the Tasks item to edit.

<input type="checkbox"/>	Code	Name	Schedule	Estimated Start Date	↑ Estimated End Date
<input type="checkbox"/>	1.1.1	Receive and Acknowledge Customer Request (External or Internal)	1 - Project	4/2/2021 3:00 AM	4/2/2021 12:00 PM
<input type="checkbox"/>	1.1.2	Customer Request	1 - Project	4/2/2021 12:00 PM	4/2/2021 12:00 PM
<input type="checkbox"/>	1.1.1.3	Gather Draft OA, CPA or other project identification information, Complete Initial Risk Determination and discuss with Project Resource Bc	1 - Project	4/5/2021 3:00 AM	4/9/2021 12:00 PM

3. Click **Edit** from the top of the View pane.
4. Make changes to any editable field(s). Most fields will need to be edited in the scheduling software and then uploaded to Kahau through the revision process.
5. Click **Save/Close** at the bottom.

### Navigate to the Corresponding Milestone

1. With the **Tasks** sub-app open, select the Scheduling Task item.
2. Click on the **Milestone** name. The text will be blue to indicate that it is a link to the Milestone.



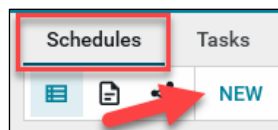
3. The **Details** of the corresponding Milestone will be open in the Milestones app.

### Revise a Schedule

1. **Navigate** to the previously processed schedule.
2. Click the **Revise** button.
3. Enter the **Revision** number.
4. Click on **Select File**.
5. Click on the **Filename** field in the Upload File window.
6. Select the **revised schedule template file**.
7. Enter **Description** if needed.
8. Click the **Save** button.
9. Click **OK** on the Add Files window.
10. Click on **Process** to update the Scheduling Tasks and Revise the Milestones.

### Add a New Vendor/External Schedule

1. With the Schedules sub-app selected in the top ribbon, click **NEW** to open a new record.



2. Enter the **Name** of the schedule.
3. When uploading a vendor's schedule, check the **External Schedule** box.
4. Enter **Vendor's** name and Contact.
5. Click on **Select File**.
6. Click on the **Filename** field in the Upload File window.
7. Select the schedule software (MS Project or P6) file.
8. Click **Upload** in the Upload File window.
9. Click **OK** on the Add Files window.
10. Enter a **Description** of the schedule.
11. **Save/Close** to save the file to the record.

## Allow Milestone/Schedule Baselines

1. Open the **Project Details** by clicking on the pencil icon beside the project name in the top blue bar.
2. Click **Edit** to open the edit mode.
3. In the Project Settings section, check the **Allow Milestone Baseline** box.
4. **Save/Close** the Project Details.

## List Views

1. There are two logs available in the **Schedules** sub-app:
  - a. **All Schedules** shows all schedules that have been added.
  - b. **External Schedules** shows only schedules marked External Schedules.
2. There are two logs available in the **Tasks** sub-app:
  - a. **Default** is sorted by the Estimated End Date and includes Indicators for Overdue, Due Soon, and Upcoming Estimated End Dates.
  - b. **By Schedule** is the Default view grouped by each Schedule.
3. **Managed Views** allows you to set your own Columns, Sort order, Scope, Indicators, Filters, and Groups.

## Resources

For more help with this or any other Kahua application, you can access the Calendar for Instructor-led training, Self-paced videos, or additional Quick Reference Guides (QRGs) from this link: [Training: Project management tool | GSA](#)

## Related QRGs

[Milestones QRG](#)