



GSA Kahua Instructor Led Training Calendar

Click the course link to register for the date and time of your choice.



For a great introduction to Kahua, please visit the [eLearning Video Library](#).

Course Name	Course Description	Date Offered	Course Times	Course Duration	Audience
Welcome, Introduction, Navigation, and Communications	Welcome, review of user interface components, including app bar, project navigation, opening apps, list, detail and split views, setting up the user profile, Project Title Bar, Getting Started page, and Communications app.	Tue 8/6/24	11:00 AM ET	60 min	All GSA Kahua Users All External Vendors Customers
Projects App and Project Directory	Project Navigation, Project Types Overview and Rules, manual project creation, work with project data and processes. We will also cover various integrations and how they will affect project data (Buildings, Leases, Agency Bureau, IRIS Work Items, and RETA Work Requests will be covered during this session). This session also covers adding project team members to the project using the Project Directory app and the Kahua user account request process.	Tue 8/6/24	12:30 PM ET	60 min	ODC and Leasing PMs ODC/OCA SMEs Facilities SMEs Portfolio Acquisition
Milestones and Schedules	Discuss the differences between Milestones and Schedules. Discuss how Milestones are created based on Project Templates, interact with other systems and how they are managed and updated. Discuss how Schedules are created based on Project Templates and how they are managed and updated.	Tue 8/6/24	2:00 PM ET	60 min	ODC and Leasing PMs ODC/OCA SMEs Portfolio Acquisition External Vendors
RFIs and Media Manager	Create, submit, and respond to an RFI. This course will also cover the use of the Media Manager app.	Wed 8/7/24	11:00 AM ET	60 min	ODC and Leasing PMs ODC/OCA SMEs Facilities SMEs Acquisition External Vendors Customers
Packaged Submittals	Learn how to use Kahua to create Submittal Items and Submittal Packages.	Wed 8/7/24	12:30 PM ET	60 min	ODC and Leasing PMs ODC/OCA SMEs Facilities SMEs Acquisition External Vendors Customers



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File Manager	Learn how to use Kahua's File Manager app to upload documents and drawings.	Thu 8/8/24	11:00 AM ET	60 min	ODC and Leasing PMs ODC/OCA SMEs Facilities SMEs Portfolio Acquisition External Vendors Customers
Design Review Part 1	Upload documents to File Manager, perform the QA Check, and process the documents into the Design Review app. Pre-requisite Course: File Manager	Thu 8/8/24	12:30 PM ET	30 min	ODC and Leasing PMs ODC/OCA SMEs Facilities SMEs External Vendors
Design Review Part 2	Review documents in the Design Review app, provide a review status, manage design review comments, and close out the design review set. Pre-requisite Course: File Manager	Thu 8/8/24	2:00 PM ET	60 min	ODC and Leasing PMs ODC/OCA SMEs Facilities SMEs External Vendors
Reporting and Dashboards	Learn how to create a basic dashboard, customize a log view, and review reporting options.	Tue 8/13/24	11:00 AM ET	60 min	ODC and Leasing PMs ODC/OCA SMEs Facilities SMEs Portfolio Acquisition External Vendors
Baseline Obligations	This session will show the users how to use the Baseline Obligations application to track project baseline obligations.	Tue 8/13/24	12:30 PM ET	30 min	ODC PMs Leasing PMs
Estimates, Funding, and Work Breakdown	Create a Uniformat Planning Estimate. Discuss how Estimates are created and integrated from IRIS and RETA. Use the Work Breakdown to review how the newly created Estimate affects the project health report.	Tue 8/13/24	2:00 PM ET	60 min	ODC and Leasing PMs Portfolio



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Risk Register	Learn how to create a Risk Register, which can be used to identify project risk, score the risks, and identify mitigation and remediation plans. Discuss how to assign risk register action items to stakeholders.	Wed 8/14/24	11:00 AM ET	30 min	ODC and Leasing PMs ODC/OCA SMEs Facilities SMEs
Sustainability	Demonstrate the process of capturing Sustainability information in Kahua and review the Sustainability Fact Sheet.	Wed 8/14/24	2:00 PM ET	45 min	ODC and Leasing PMs ODC/OCA SMEs Facilities SMEs External Vendors
Meetings and Action Items App	Use the Meetings app to create meetings, capture meeting minutes, and assign meeting action items. Overview of the Action Items App.	Thu 8/15/24	11:00 AM ET	60 min	ODC and Leasing PMs ODC/OCA SMEs Facilities SMEs Acquisition External Vendors Customers



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Kahua Customer Outreach Training	<p>Get a Customer User point of view logging in and navigating Kahua. Learn how to respond to a task, run a report and how customers can contribute to a project.</p> <p>Pre-requisites course: Welcome, Introduction, Navigation, and Communications</p>	Tue 8/27/24	2:00 PM ET	60 min	Customers