Kahua Quick Reference Guide
Project Closeout – Delegated Projects

Project Lifecycle Applicability

Closeout

About Project Closeout for Delegated Projects

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Once an Agency PM is ready to complete a Kahua project, 3 actions must be performed: uploading documents such as as-builts and invoices in Kahua's File Manager app, entering the actual substantial completion date in the Milestones app, and notifying the Delegation Manager of project completion. After these steps are performed, the Delegation Manager will work with the regional Kahua Program Manager (KPM) to workflow the project to Complete in the Projects app.

Agency PM: Upload Documents in File Manager

Navigate File Manager

1. Open the project using **Project Finder** in the left navigation pane.
2. Select **File Manager** from the Other column in the App Launcher.
3. Drill down to the lower-level folders by clicking on the arrows on the left side of the folder list.
4. Click the desired folder, and the contents of the selected folder will appear on the middle pane.

File Manager Folder Locations

Files should be uploaded into the folders listed below:

File Types	File Manager Folder
Approvals, SOWs, IGE, Request letter	1.0 Identification and Pre-Project Planning
Contract Award, Liability	2.0 Initiation and Planning

Documents, Insurance, Security	
Drawings	3.0 Execution – Integrated Files
CAD Drawings	3.1.4 Native Drawings
Final Invoices, Evidence of Rent Credits	5.1 General Vendor Collaboration

Add Files

Files are uploaded using one of two options:
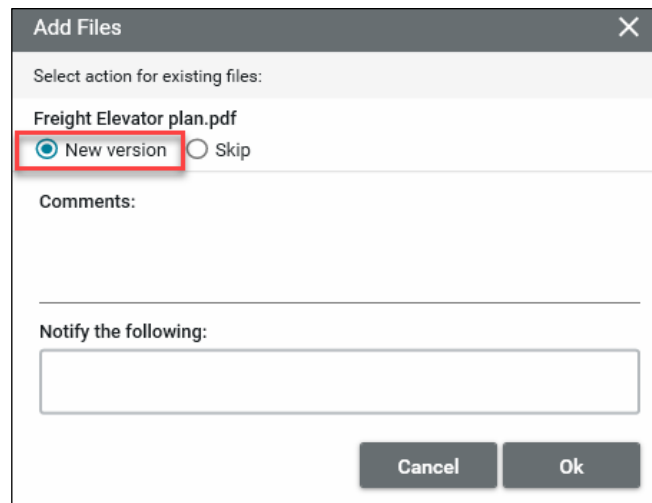
Option 1: Click Add Files

1. Select the folder and click the **Add Files** button in the top ribbon.
2. Follow the prompts to upload the file.
3. If necessary, add any comments.
4. Click **OK**.

Option 2: Drag and Drop

1. If you are logged in to Kahua via the desktop application, drag and drop a file into a folder by opening the folder and dropping the file from your local file location into the pane on the right side of the screen.

Upload a New Version of a File

1. Click **Add Files** in the top ribbon and select a file with the exact same name as the previous version.
2. Click **OK**.
3. In the Add Files pane, select **New Version** and click the **OK** button.

4. To access the earlier version of the file, click on the file to open the Details. Scroll down to the **Versions** section. Select the version you wish to view, then click **View**.

Agency PM: Enter the Actual Substantial Completion Date

1. After logging in to Kahua, navigate to the appropriate project.
2. Access the **Milestones** app from the App Launcher under the **Schedule Management** section.
3. Once you open the app, it will appear in the left navigation pane, and the Milestones log will open in the main screen.
4. Click on the **Substantial Completion** milestone to show milestone details in the right pane.
5. Click the **Edit** button at the top of the document.
6. Select the Actual Substantial Completion Date from the calendar to update the Milestone.
7. Click the **Save/Close** button. This saves the Milestone date and closes the edit window.

Agency PM: Notify GSA of Project Completion

After files are uploaded to File Manager, the next step is to notify the GSA Delegation Manager and Property/Facility Manager via email that the project is complete. The GSA parties will review the final documents and notify the agency PM if additional documents are needed.

1. Click the pencil icon in the top blue bar of the Kahua screen, which opens the Projects app.

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2. Click **Send**, which opens the New Message window.
3. In the "To" field, begin typing the names of your region's Delegation Manager and Property/Facility Manager.
4. Put a checkmark in the **Copy to Communications** box.
5. In the Subject line, type "Project Number [fill in the number]: Delegated Project Complete."
6. In the body of the message, notify the Delegation Manager that the project has been completed created and that files have been uploaded to File Manager for review.
7. Click the **Send** button.

Delegation Manager: Mark the Project Complete

1. Click the pencil icon in the top blue bar of the Kahua screen, which opens the Projects app.

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2. Click **Send**, which opens the New Message window.
3. In the **To** field, begin typing the name of your region's Kahua Program Manager. A list of current KPMs is listed on the Kahua Google Site.
4. Put a checkmark in the **Copy to Communications** box.

5. In the **Subject** line, type "Project Number [fill in the number]: Delegated Project Complete."
6. In the body of the message, alert the KPM that the project is complete, and ask the KPM to set the project to Complete in the Projects app.
7. Click the **Send** button.
8. The KPM will workflow the project to Complete in the Projects app.

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: Training: Project management tool | GSA