

Kahua Quick Reference Guide

Milestones – Delegated Projects

Project Lifecycle Applicability



About Milestones

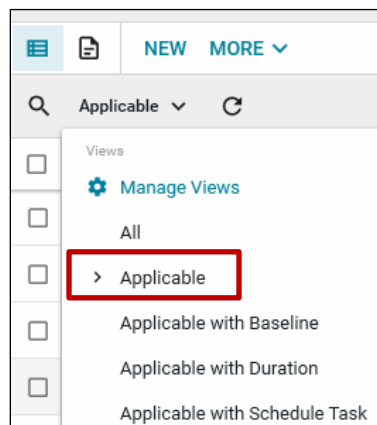
[Edit a Milestone](#)

[Multi Line Edit Milestones](#)

The Milestones application tracks a project’s progress using a log of Milestones. Applicable milestones are loaded into the project depending on the Project Type and Subtype that were selected when the project was created. During project creation, “Other” should have been selected as the Project Type, and “Delegated Building Projects” should have been selected as the Project Subtype.

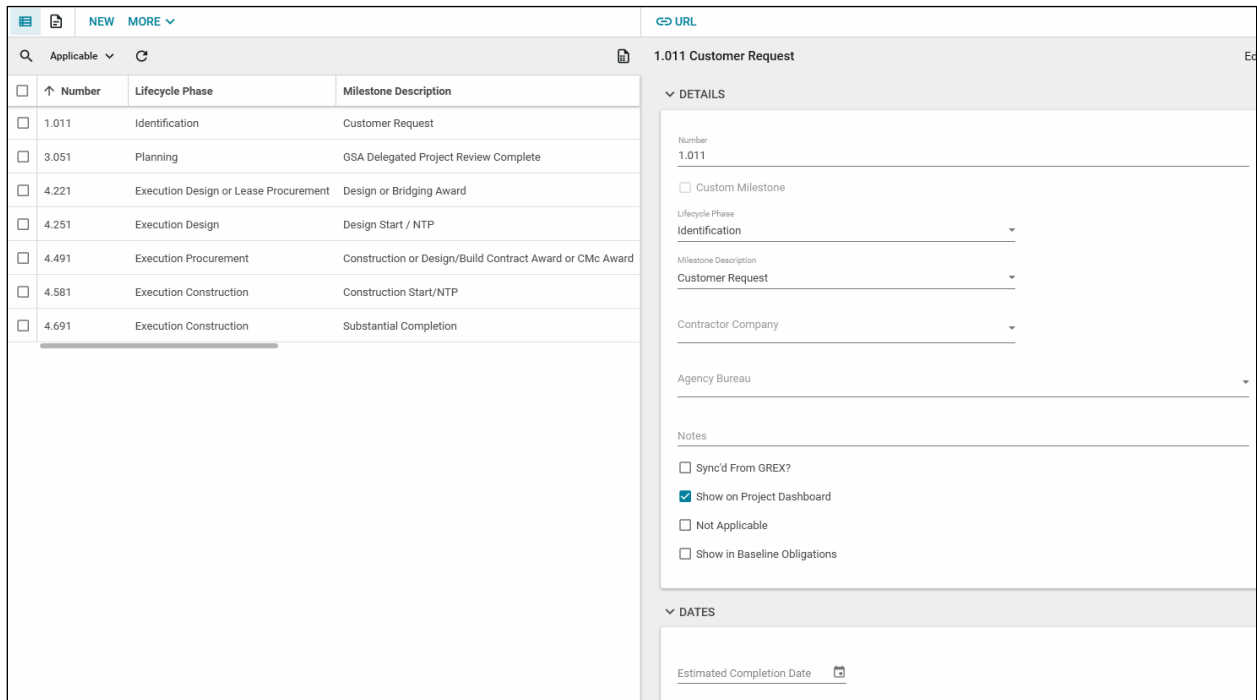
Edit a Milestone

1. Navigate to the appropriate project.
2. Access the **Milestones** app from the App Launcher under the **Schedule Management** section.
3. Choose “Applicable” from the Log View drop-down list.



4. Click the name of the milestone that you would like to edit. This opens the milestone

- details in the right pane.
5. Click the Edit button at the top of the document.
 6. In the **Dates** section, enter the **Estimate Completion Date**. Alternatively, if the milestone does not apply to the project, put a checkmark in the **Not Applicable** box.
 7. Enter **Notes**, if applicable.
 8. To attach a document to the milestone, click the **Upload** button. Multiple documents may be uploaded at one time.



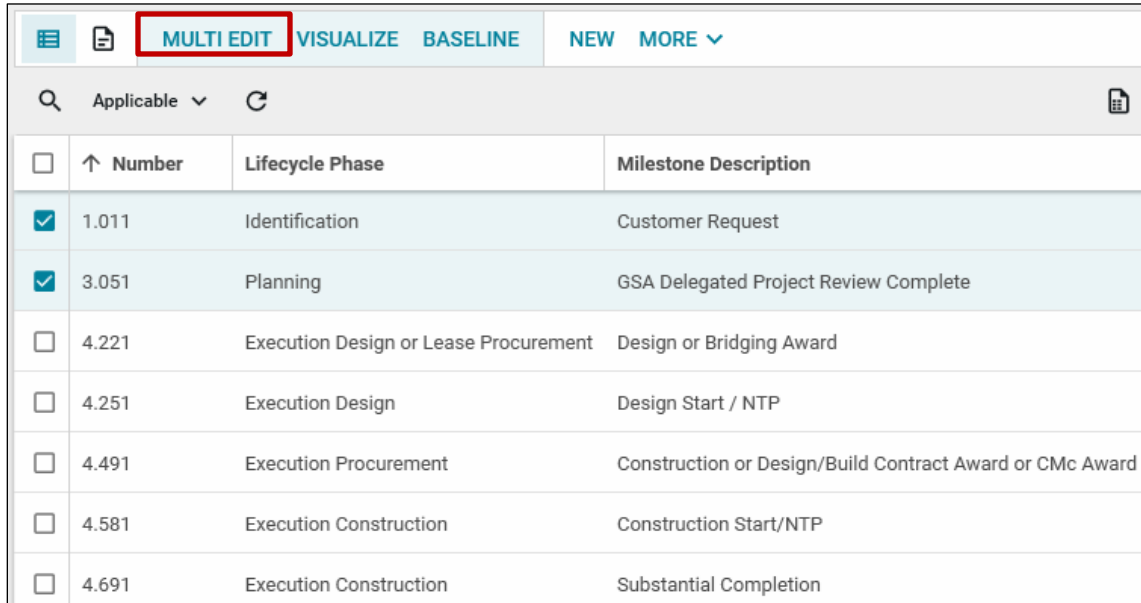
The screenshot shows a web application interface. On the left is a table with columns for 'Number', 'Lifecycle Phase', and 'Milestone Description'. The table contains several rows, with the first row highlighted. On the right is a detailed view for the selected milestone '1.011 Customer Request'. This view includes sections for 'DETAILS' and 'DATES'. The 'DETAILS' section contains fields for 'Number', 'Lifecycle Phase', 'Milestone Description', 'Contractor Company', and 'Agency Bureau', each with a dropdown menu. Below these are 'Notes' and a set of checkboxes: 'Sync'd From GREX?', 'Show on Project Dashboard' (checked), 'Not Applicable', and 'Show in Baseline Obligations'. The 'DATES' section contains a field for 'Estimated Completion Date' with a calendar icon.

Number	Lifecycle Phase	Milestone Description
1.011	Identification	Customer Request
3.051	Planning	GSA Delegated Project Review Complete
4.221	Execution Design or Lease Procurement	Design or Bridging Award
4.251	Execution Design	Design Start / NTP
4.491	Execution Procurement	Construction or Design/Build Contract Award or CMc Award
4.581	Execution Construction	Construction Start/NTP
4.691	Execution Construction	Substantial Completion

9. Click the **Save/Close** button.

Multi Line Edit Milestones

1. Navigate to the Milestones Log.
2. Click the checkbox next to multiple Milestones or the checkbox at the top left to select all milestones.
3. Click the **Multi Edit** button.



<input type="checkbox"/>	↑ Number	Lifecycle Phase	Milestone Description
<input checked="" type="checkbox"/>	1.011	Identification	Customer Request
<input checked="" type="checkbox"/>	3.051	Planning	GSA Delegated Project Review Complete
<input type="checkbox"/>	4.221	Execution Design or Lease Procurement	Design or Bridging Award
<input type="checkbox"/>	4.251	Execution Design	Design Start / NTP
<input type="checkbox"/>	4.491	Execution Procurement	Construction or Design/Build Contract Award or CMc Award
<input type="checkbox"/>	4.581	Execution Construction	Construction Start/NTP
<input type="checkbox"/>	4.691	Execution Construction	Substantial Completion

4. Make any updates within the Milestone documents that have been selected.
5. Click the **Save/Close** button.

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](#)