Kahua Quick Reference Guide
Scheduling

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 the scheduling software and included in the report uploaded to Kahua.

Creating a Schedule

Navigating to Scheduling

1. Open the project using Project Finder on the left sidebar.
2. Select **Scheduling** from the Other column in the App launcher.

Adding a PM Schedule

1. Select the MS Project Templates Link from your project. This Schedule document includes a link to Google Drive where all MS Project Schedule Templates are located. You may also navigate to the MS Project Schedule Templates via this Google Drive link.
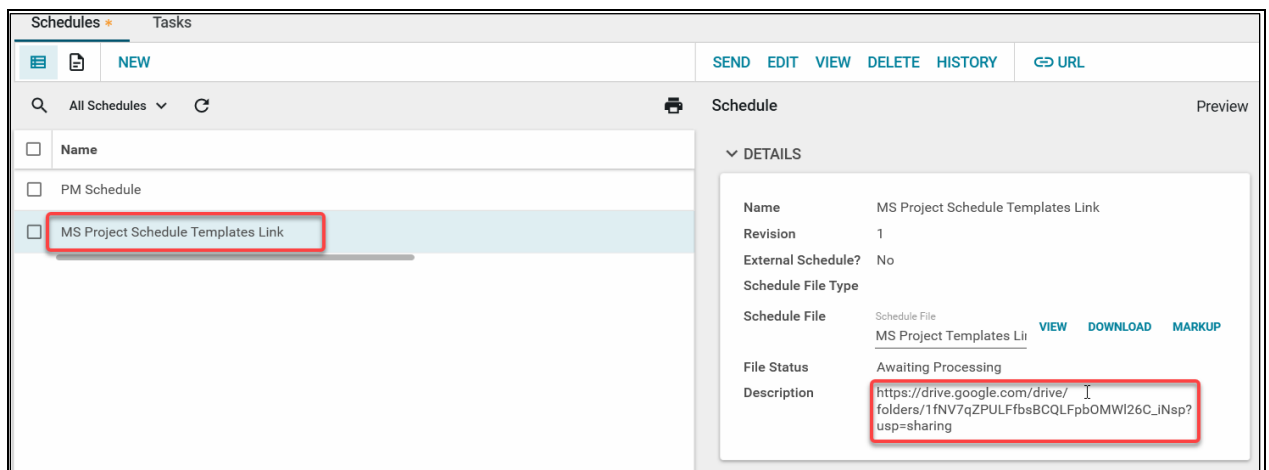

2. Download the Schedule File to your computer.

3. Open the schedule file on your computer and make updates using MS Project and save them locally to your computer so that they can be uploaded to Kahua in the following step.

   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 you need to track.

4. With the Schedules sub-app selected in the top ribbon, click **NEW** to open a new record.
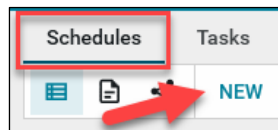
5. Enter the **Name** of the schedule.
6. Click on **Select File**.
7. Click on the **Filename** field in the Upload File window.
8. Select the schedule you saved in Step 4 above.
9. Click **Upload** in the Upload File window.
10. Click **OK** on the Add Files window.
11. Enter a **Description** of the schedule.
12. **Save/Close** to save the file to the record.
13. Click on **Process** the file to show Scheduling Tasks and update the Milestones.

Adding a New Vendor/External Schedule

1. With the Schedules sub-app selected in the top ribbon, click **NEW** to open a new record.
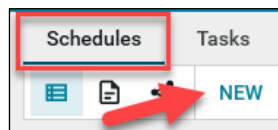
2. Enter the **Name** of the schedule.
3. When uploading a vendor's schedule, check the **External Schedule** box.
4. Enter **Vendor'**s name and Contact.
5. Click on **Select File**.
6. Click on the **Filename** field in the Upload File window.
7. Select the schedule software (MS Project or P6) file.
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.

Manage Tasks Items

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

Code	Name	Schedule	Estimated Start Date	↑ Estimated End Date
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
1.1.2	Customer Request	1 - Project	4/2/2021 12:00 PM	4/2/2021 12:00 PM
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.

View	Preview
∨ DETAILS	

Schedule	1 - Project Schedule
Code	1.1.2
Name	Customer Request
Project Name	
Task Type	Milestone
Status	
Priority Type	
WBS Full Code	1.1.2
Milestone	1.011 Identification - Customer Request
Activity Code	
Created Date	6/21/2018 3:00 AM
Last Modified Date	

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

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 Baselining** box.
4. **Save/Close** the Project Details.

Revise a 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. 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. Click **Upload** in the Upload File window.
8. Click **OK** on the Add Files window.
9. Enter a **Description** of the schedule.
10. **Save/Close** to save the file to the record.
11. Click on **Process** the file to show Scheduling Tasks and Revise the Milestones.

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](#) for more information on how milestones dates are related to the Scheduling App.

Related Videos:

[Creating Milestones](#)

[Edit and Baseline A Milestone](#)

[Adding a New Schedule](#)

[Revising a Schedule](#)