**Change Management & Communication Plans**

**Objective:**  
Ensure smooth adoption of MoHRIS by proactively managing change resistance and maintaining clear, ongoing communication with all stakeholders.

**Detailed Components:**

* **Stakeholder Engagement:**
  + Regular updates to HR leadership, IT teams, and employees via newsletters, emails, and town halls.
  + Targeted messaging addressing benefits, upcoming changes, and training schedules.
* **Change Impact Analysis:**
  + Identify affected processes and user groups for tailored support.
  + Document anticipated challenges and mitigation strategies.
* **Communication Channels:**
  + Multi-channel approach including intranet, SMS, mobile app notifications, and helpdesk.
* **Documentation Updates:**
  + Continuous revision of user manuals, FAQs, and training content based on feedback and system changes.
  + ement on stabilization progress.