**Comprehensive Stakeholder Register & Engagement Plan**

**Project Name: Mobile-Based Human Resource Information System (MoHRIS)**

**1. Purpose of This Document**

To identify, classify, and develop engagement strategies for all key stakeholders involved in the MoHRIS project, ensuring alignment, collaboration, and mitigation of resistance throughout the project lifecycle.

**2. Stakeholder Register**

| **Name** | **Role** | **Department / Org** | **Interest** | **Influence** | **Engagement Level** | **Engagement Strategy** |
| --- | --- | --- | --- | --- | --- | --- |
| Mary Wambui | Project Sponsor | Human Capital Division | High | High | Manage Closely | Executive briefings, decision dashboards |
| James Okello | Senior Project Manager | Digital Transformation Office | High | High | Manage Closely | Daily updates, team stand-ups |
| Samuel Gitau | Chief Information Officer (CIO) | IT Directorate | High | High | Manage Closely | Weekly status reports, risk briefings |
| Angela Njeri | Legal & Risk Director | Legal & Compliance | Medium | High | Keep Satisfied | Legal review checkpoints, compliance reports |
| Purity Muli | HR Operations Manager | Human Resource Department | High | Medium | Manage Closely | Workshops, UAT participation |
| Kelvin Otieno | ICT Security Lead | Cybersecurity Division | Medium | Medium | Keep Informed | Security assessment meetings, reports |
| Irene Karanja | Field Officer Representative | Field Services | High | Low | Keep Informed | Training, surveys, onboarding guides |
| Tom Kariuki | Employee Union Representative | Staff Welfare & Relations | High | Medium | Manage Closely | MoUs, Q&A sessions, collective feedback |
| Lydia Mwangi | Procurement Manager | Supply Chain Management | Medium | Medium | Keep Informed | Procurement updates, vendor scoring workshops |
| External Vendor A | Biometric Device Supplier | Technology Partner | Medium | Medium | Manage Closely | Contract review, joint milestone check-ins |
| External Vendor B | Mobile App Developer | Outsourced Dev Team | High | Medium | Manage Closely | Agile sprint planning, performance reviews |

**3. Stakeholder Classification Matrix**

**➤ Power vs Interest Grid**

| **Power \ Interest** | **Low Interest** | **High Interest** |
| --- | --- | --- |
| **High Power** | Keep Satisfied | **Manage Closely** |
| **Low Power** | Monitor | Keep Informed |

Key Classifications:

* **Manage Closely**: Project Sponsor, CIO, HR Operations, Union Rep, Legal Director
* **Keep Informed**: ICT Security, Procurement, Field Users
* **Keep Satisfied**: Legal, Executive Board
* **Monitor**: Administrative staff not directly impacted

**4. Engagement Strategies**

| **Engagement Type** | **Method** | **Frequency** | **Owner** |
| --- | --- | --- | --- |
| Executive Briefings | Presentation decks, dashboards | Bi-weekly | Project Manager |
| Team Stand-Ups | Agile stand-ups, JIRA syncs | Daily | Scrum Lead / PM |
| Legal & Compliance Sync | Legal memos, privacy workshops | Monthly or as needed | Legal Lead |
| Change Management | Mobile demos, explainer videos, SMS alerts | Weekly (pilot phase) | Change Manager |
| End-User Feedback | Online surveys, townhalls, support tickets | Post-pilot & monthly | HR & PMO |
| Vendor Reviews | SLA scorecards, milestone meetings | Bi-weekly | Procurement / PM |

**5. Change Communication Channels**

| **Channel** | **Audience** | **Content** | **Format** |
| --- | --- | --- | --- |
| MoHRIS Newsletter | All employees | Updates, timelines, FAQ | Email, PDF, WhatsApp |
| Project Dashboard | Sponsors, PMO, CIO | KPIs, timeline, issues | Power BI, SharePoint |
| HR Clinics | Field employees | Demos, feedback, issue logging | In-person, video calls |
| Legal Memos | Legal, PMO, CIO | Regulatory updates, review needs | PDF, briefings |
| Mobile App Alerts | All app users | Feature rollouts, logins, support | Push notifications |

**6. Stakeholder Engagement Monitoring**

* **Tools**: Stakeholder sentiment surveys, MS Teams activity reports, training completion rates
* **Indicators**:
  + Engagement level >75% = On Track
  + <50% engagement = Trigger re-engagement actions
* **Corrective Measures**:
  + Conduct 1:1s with resistant stakeholders
  + Share real user success stories
  + Revise communication tone/frequency if misunderstood

**Approval**

| **Name** | **Role** | **Signature** | **Date** |
| --- | --- | --- | --- |
| James Okello | Senior Project Manager | [Signature] | Aug 2, 2025 |
| Mary Wambui | Project Sponsor | [Signature] | Aug 2, 2025 |