**Governance Framework & Decision-Making Matrix**

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

**Date: August 2, 2025**

**Owner: Senior IT Project Manager**

**1. Purpose of the Governance Framework**

To establish a robust decision-making and oversight structure that defines roles, responsibilities, escalation channels, and authority levels required to ensure the effective execution, risk control, and delivery of the MoHRIS project.

**2. Governance Structure Overview**

| **Governance Layer** | **Function** |
| --- | --- |
| Executive Steering Committee (ESC) | Strategic oversight, funding approval, issue arbitration, scope changes |
| Project Board / PMO | Operational decision-making, milestone approvals, vendor performance |
| Technical Design Authority (TDA) | Architecture validation, system integration, cybersecurity governance |
| Change Control Board (CCB) | Approves/rejects change requests, evaluates impact on scope/timeline/budget |
| Functional Workstreams | Executes domain-specific tasks (HR, IT, Legal, Training) |

**3. Roles & Responsibilities**

| **Role** | **Name** | **Responsibilities** |
| --- | --- | --- |
| Project Sponsor | Mary Wambui | Authorizes project, champions strategic value, resolves escalated conflicts |
| Senior Project Manager | James Okello | Leads execution, manages resources/schedule, reports to Project Board |
| PMO / Project Board Lead | Robert Ochieng | Oversees budget, risk registers, and cross-functional coordination |
| Technical Lead | Sharon Githinji | Owns system architecture, integration, and technical quality |
| HR Workstream Lead | Purity Muli | Ensures HR requirements, training, and adoption strategies are delivered |
| Security Lead | Kelvin Otieno | Ensures cybersecurity, data protection, and audit compliance |
| Legal & Risk Advisor | Angela Njeri | Validates regulatory, GDPR, biometric data compliance |
| Procurement Lead | Lydia Mwangi | Manages vendor contracts, SLAs, hardware/software acquisition |

**4. Decision-Making Matrix (RACI Model)**

| **Key Decision** | **Responsible** | **Accountable** | **Consulted** | **Informed** |
| --- | --- | --- | --- | --- |
| Approve Project Charter | Project Manager | Sponsor | PMO, Legal | HR, IT, Field Reps |
| Finalize System Requirements | Business Analyst | HR Lead | Technical Lead, Legal | Sponsor, PMO |
| Select Biometric Hardware Vendor | Procurement Lead | PMO | Technical Lead, Security | Sponsor |
| Approve System Architecture | Technical Lead | TDA Chair | Cybersecurity, Integration Team | PMO, Project Manager |
| Approve Change Request | Project Manager | Change Control Board | All Workstream Leads | ESC |
| Data Privacy Approval | Legal Advisor | Sponsor | Security, HR | Project Manager, PMO |
| Go-Live Authorization | Project Manager | ESC | PMO, HR, TDA | All stakeholders |

**5. Escalation Pathways**

| **Issue Type** | **Initial Owner** | **Escalation To** | **Response Timeframe** |
| --- | --- | --- | --- |
| Resource conflict | Project Manager | PMO | 1–2 business days |
| Technical blocker | Technical Lead | TDA | 24 hours |
| Scope or budget overrun (>10%) | Project Manager | Project Sponsor / ESC | Within 3 business days |
| Legal or compliance concern | Legal Advisor | Sponsor / ESC | 2–3 business days |
| Change request dispute | Workstream Lead | Change Control Board | Weekly CCB review session |
| End-user pushback or resistance | HR Change Manager | Sponsor / HR Director | 5 business days |

**6. Governance Tools & Artifacts**

| **Tool/Artifact** | **Purpose** | **Owner** |
| --- | --- | --- |
| Project Governance Plan | Defines structure and control mechanisms | Project Manager |
| Decision Log | Captures key project decisions and justifications | PMO |
| Risk & Escalation Register | Tracks unresolved issues and risk escalations | Risk Officer |
| Change Request Log | Details requested changes and CCB outcomes | Change Manager |
| Meeting Minutes (ESC, PMO, TDA) | Records decisions and action points | Workstream Support Staff |

**7. Governance Approval**

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