**Kickoff Presentation & Approval Records**

**Mobile-Based Human Resource Information System (MoHRIS)**  
*Senior IT Project Manager: James Okello*  
*Date: September 2, 2025*

**Part A: Kickoff Presentation Outline**

**1. Welcome & Introductions**

* Project Sponsor: Mary Wambui
* Senior Project Manager: James Okello
* Key Stakeholders & Workstream Leads

**2. Project Overview**

* Project Vision & Objectives
* Scope Summary
* Business Case & Strategic Alignment

**3. Key Deliverables & Milestones**

* High-level timeline with major phases
* Critical path highlights
* Expected Go-Live date

**4. Governance & Roles**

* Governance Framework overview
* Decision-making matrix
* Escalation paths

**5. Risk Overview**

* Top identified risks and mitigation plans
* Opportunity areas

**6. Communication & Change Management**

* Stakeholder engagement approach
* Communication channels and cadence

**7. Budget & Resources**

* Summary of budget allocation
* Key personnel & resource commitments

**8. Procurement Summary**

* Mobile platforms & biometric devices procurement plan
* Vendor engagement approach

**9. Next Steps**

* Immediate actions post-kickoff
* Schedule for detailed planning sessions

**10. Q&A**

* Open floor for questions and clarifications

**Part B: Sample Slide Titles (for PowerPoint)**

1. **MoHRIS Project Kickoff**
2. **Project Vision and Objectives**
3. **Scope Overview**
4. **Business Case & Strategic Alignment**
5. **Project Timeline & Key Milestones**
6. **Governance & Decision-Making**
7. **Risk & Opportunity Snapshot**
8. **Communication & Change Management Strategy**
9. **Budget and Resource Summary**
10. **Procurement Approach**
11. **Next Steps & Action Items**
12. **Questions & Discussion**

**Part C: Approval Records Template**

| **Approval Item** | **Approver Name** | **Role** | **Signature** | **Date** |
| --- | --- | --- | --- | --- |
| Project Charter | Mary Wambui | Project Sponsor | [Signature] | Sep 2, 2025 |
| Budget & Resource Plan | Robert Ochieng | Finance Controller | [Signature] | Sep 2, 2025 |
| Governance Framework | James Okello | Senior Project Manager | [Signature] | Sep 2, 2025 |
| Procurement Strategy | Lydia Mwangi | Procurement Lead | [Signature] | Sep 2, 2025 |
| Communication & Change Plan | Purity Muli | HR Workstream Lead | [Signature] | Sep 2, 2025 |
| Risk & Compliance Assessment | Angela Njeri | Legal & Compliance | [Signature] | Sep 2, 2025 |

**Part D: Tips for a Successful Kickoff Meeting**

* Prepare concise slides focused on executive-level clarity.
* Engage all key stakeholders for buy-in.
* Allocate time for Q&A to clarify roles and expectations.
* Emphasize the importance of governance and communication for success.
* Follow up promptly with detailed minutes and action items.