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

**1. Project Title**

**Moris** — Mobile-Based Human Resource Information System

**2. Executive Summary**

The MoHRIS project aims to design, develop, and deploy a secure, mobile-enabled HR information system to digitize employee records, enable remote biometric attendance tracking, streamline HR services, and improve decision-making through real-time workforce analytics. The system will be accessible via mobile devices and integrated with existing HR platforms, ensuring compliance with data privacy and labor regulations.

**3. Business Need / Problem Statement**

Current HR processes are paper-based, fragmented, and inaccessible to field-based or remote employees. These inefficiencies contribute to data inaccuracies, poor employee experience, and compliance risks. A mobile-based HRIS will close this gap by enabling employees and managers to interact with HR services from any location in real time.

**4. Project Objectives**

* Digitize and centralize employee records accessible via mobile devices
* Enable biometric authentication for time and attendance tracking
* Improve workforce data accuracy and HR reporting
* Comply with GDPR, national labor laws, and biometric data regulations
* Enhance employee self-service and reduce HR processing time

**5. Scope Definition**

**In Scope**:

* Design and development of mobile HRIS application (Android/iOS)
* Integration with existing HRMS (payroll, recruitment, performance)
* Biometric time-tracking and geo-tagged attendance logging
* Data encryption, role-based access control, and audit logs
* Training, onboarding materials, and helpdesk support setup

**Out of Scope**:

* Payroll and tax computation overhaul
* Implementation of physical access control hardware beyond attendance tracking

**6. Project Deliverables (High-Level)**

* Signed-off functional requirements and technical architecture
* Mobile HRIS application with biometric authentication
* Cloud infrastructure setup and data migration
* Pilot implementation and user feedback analysis
* Change management and training programs
* Full Go-Live and post-implementation support plan

**7. Key Milestones & Timeline (Estimated)**

| **Milestone** | **Date** |
| --- | --- |
| Charter Approval | Aug 15, 2025 |
| Requirements Finalization | Sep 05, 2025 |
| Prototype and UX Review | Oct 01, 2025 |
| Development Completion | Dec 15, 2025 |
| UAT and Compliance Certification | Jan 20, 2026 |
| Pilot Rollout | Feb 10, 2026 |
| Full Go-Live | Mar 15, 2026 |

**8. Project Sponsor**

**Name**: Mary Wambui  
**Title**: Director, Human Capital & Organizational Development  
**Organization**: XYZ Group Holdings  
**Contact**: [mary.wambui@xyzgroup.org](mailto:mary.wambui@xyzgroup.org)

**9. Project Manager**

**Name**: James Okello  
**Title**: Senior IT Project Manager  
**Department**: Digital Transformation Office  
**Contact**: [james.okello@xyzgroup.org](mailto:james.okello@xyzgroup.org)

**10. Key Stakeholders**

* HR Operations & Payroll Division
* IT Infrastructure & Security Team
* Legal & Compliance Department
* Mobile Device Users (Employees, Field Officers)
* External Technology Partners

**11. Project Assumptions**

* All employees will have access to mobile devices or shared kiosks
* Existing HRMS is API-ready for integration
* Regulatory environment will remain stable during development

**12. Constraints**

* Budget capped at $600,000
* Biometric data must be stored and processed in compliance with GDPR/local laws
* Must be deployable in areas with limited mobile network access

**13. Risks Summary**

| **Risk** | **Mitigation Plan** |
| --- | --- |
| Data privacy breaches | End-to-end encryption and regular audits |
| User resistance to mobile adoption | Phased rollout with training and support channels |
| Integration challenges | Early API compatibility testing and vendor SLAs |

**14. Authorization and Approval**

By signing this Project Charter, the undersigned formally authorize the MoHRIS project to proceed and commit the necessary resources as outlined.

| **Name** | **Title** | **Signature** | **Date** |
| --- | --- | --- | --- |
| Mary Wambui | Project Sponsor | [Signature] | Aug 15, 2025 |
| James Okello | Project Manager | [Signature] | Aug 15, 2025 |
| Samuel Gitau | CIO | [Signature] | Aug 15, 2025 |
| Angela Njeri | Director, Legal & Risk | [Signature] | Aug 15, 2025 |