**Project Governance Framework Document**

**Smart 5G Optimization & Deployment (S5GO-DI)**

**A. Governance Objectives**

* Ensure alignment to Safaricom’s digital roadmap.
* Provide oversight on budget, risks, quality, and timelines.
* Enable decision transparency, auditability, and stakeholder accountability.

**B. Governance Structure**

| **Body** | **Function** | **Chaired By** |
| --- | --- | --- |
| **Steering Committee** | Strategic decisions, major escalations, risk thresholds | CIO |
| **Project Board** | Tactical planning, approvals, interdepartmental alignment | Head of Networks |
| **PMO** | Delivery execution, reporting, integration | Project Manager |
| **Tech Review Group** | Architecture, QA, Cybersecurity | CTO / Engineering Lead |
| **Community Advisory Panel** | Rural engagement, CSR alignment | CSR Director |

**C. Roles & Responsibilities**

| **Role** | **Responsibilities** |
| --- | --- |
| **Project Manager (PM)** | Day-to-day delivery, resource allocation, sprint tracking |
| **Network Technical Lead** | Oversee 5G RAN/Core upgrades and integration |
| **AI Lead** | Deliver ML models for SON, maintain training datasets |
| **Finance Controller** | CAPEX/OPEX tracking, vendor payments |
| **Regulatory Liaison** | Maintain compliance with CAK and health guidelines |
| **Cybersecurity Lead** | SDN/API security architecture, risk controls |
| **DevOps Engineer** | Automate CI/CD and performance monitoring |
| **Community Manager** | Engage with local communities, drive adoption |
| **Risk Officer** | Maintain risk register, monitor mitigation plans |

**D. Decision Rights & Escalation Path**

| **Decision Type** | **Authority Level** | **Escalation Path** |
| --- | --- | --- |
| Technical Config Changes | PM + Tech Lead | CTO if impact > 20% KPIs |
| Budget Variation >10% | Steering Committee | CFO, then Board |
| Timeline Slippage > 2 weeks | PMO + Steering | COO |
| Security Incident | Cyber Lead | Escalate to CIO + Crisis Team |
| Vendor Non-performance | Procurement Lead | Legal & PM, escalate to Board if critical |

**E. Communication Flow**

* **Daily**: Stand-ups with DevOps, Engineers
* **Weekly**: PMO status reports to Project Board
* **Monthly**: Steering Committee review (slides + risk KPIs)
* **Ad hoc**: Incident alerts, vendor SLA breaches, policy changes