# TERMS OF REFERENCE FOR iHRIS PROJECT TEAM

## Aim:

The iHRIS Project Team serves in implementing iHRIS as developed by {overseeing body} at {location of deployment}.

## HRIS Project Manager

***Role:*** The Project Manager will act as a leader and process manager. As a leader, the Project Manager is responsible for managing and communicating a clear vision of the project’s objectives. As a process manager, the Project Manager must ensure that the appropriate timing, resources, and sequencing of work efforts are applied to create the project deliverables within time and within funding according to the expectations of the {iHRIS Stakeholder Leadership Group}.

This role is the management of the overall project and project team members, and is accountable to the {iHRIS Stakeholder Leadership Group}.

### Key responsibilities:

* Controls the technical aspects of the project
* Controls the day-to-day aspects of the project
* Develops and maintains project charter and project plans
* Executes formal reviews and management reviews
* Tracks and disposes of issues
* Helps resolve issues and change requests
* Responsible for the technical quality of the implementation.

## IT Team Leader

***Role:*** This person is responsible for assisting the Project Manager and relevant {organization} staff with understanding the iHRIS environment, integration, and functionality.

### Key responsibilities:

* Assist with the planning and implementation of iHRIS
* Support the {Stakeholder Leadership Group} with developing system requirements and standard “drop-down lists” for iHRIS
* Adapt the iHRIS software to fulfill system requirements
* Provide technical support to iHRIS users
* Build capacity of ICT staff to support iHRIS.

## HRH Data Analyst

***Role:*** This person will increase the use of data for decision and policy making by aligning reports from iHRIS with HRH indicators and other defined uses of HRH data.

### Key responsibilities:

* Review data for potential issues
* Create Quality Assurance reports looking for missing data and inconsistencies
* Strengthen stakeholder leadership, ownership, and demand for and use of data in iHRIS
* Progress on a plan to ensure key stakeholders will be receiving iHRIS reports routinely
* Facilitate the use of iHRIS by {departments}.

## Planning and Utilization Team Leader

***Role:*** This person is responsible for ensuring that the relevant Human Resource (HR) staff of the {organizations where iHRIS is to be deployed} understand the HRIS environment, training, integration, and functionality.

### Key responsibilities:

* Assist with the provision of knowledge of the current and desired future state of the HR processes and needs of the {organizations} to the project team
* Take ownership for HR systems and processes for {organizations} and ensure that allocated HR actions and milestones are met
* Supervise data entry in {organizations} and provide technical assistance for the preparation of customized reports
* Facilitate Training of Training Workshops as requested by stakeholders
* Assist with the implementation and communications plan for deploying iHRIS to {organizations}.

## Review Procedure

The iHRIS Project Team will meet at least once per week and on an ad-hoc basis as required by the iHRIS Project implementation timeline and priorities.

The HRIS Project Manager will produce a status report including the following:

* Project plan
* Project progress on deliverables
* New issues and risks
* Progress on resolution of issues and risks.

The HRIS Project Manager will approve the commencement of the next project activity.