CIS VALIDATA TOOL

GO-LIVE CERTIFICATION TESTING (GCT) PROJECT CHARTER

[CIP NAME or LOGO]

Date: [Insert Date]

Version: 1.0

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1.0 Project Overview

The Kenyan Credit Information Sharing (CIS) mechanism faces challenges with data quality and inconsistent submission processes. To address this, CIS Kenya has developed the CIS ValiData Tool, a standardized platform to validate data quality before simultaneous submission to all three licensed Credit Reference Bureaus (CRBs). Following regulatory endorsement from the Central Bank of Kenya (CBK) and a successful pilot phase, the tool is now being rolled out nationwide.

The purpose of this project is to manage the internal testing, deployment, and operational transition of **[CIP Name]**'s data submission process to the CIS ValiData Tool. This charter authorizes the project and ensures it meets all technical and operational go-live criteria defined by the national implementation framework.

2.O Project Goal & Objectives

The primary goal is to successfully implement and operationalize the CIS ValiData tool within **[CIP Name]**, ensuring our credit data submissions are compliant, efficient, and meet the highest standards of data quality, thereby enhancing the integrity of credit information sharing in Kenya.

This project will achieve the following specific, measurable, achievable, relevant, and time-bound objectives:

1. Successfully deploy the CIS ValiData tool on compliant **[CIP Name]** infrastructure and establish tested API connectivity with all three CRBs' GCT environments by [Date].
2. Execute comprehensive Go-live Certification Testing (GCT) using production data, achieving a consistent data validation success rate of at least 80% on all applicable mandatory files.
3. Ensure 100% of validated test files are successfully submitted to and confirmed as readable by all three CRBs via the tool by [Date].
4. Provide comprehensive training to all relevant credit operations and technical staff to ensure self-sufficient operation of the tool post-go-live.
5. Obtain formal go-live sign-off from the internal Project Sponsor and the national Project Steering Committee (PSC) by [Date], and successfully transition to the production environment.

The following files types *(select as applicable to CIP)* are deemed critical for testing:

- Individual Consumer, Employer & Account file,
- Non-Individual Consumer & Account file,
- Daily Payment Information file,
- Mobile Facilities File,
- Stakeholder file, and
- Collateral Register file.

3.0 Project Scope

3.1. In Scope

The following activities are within the scope of this project:

- **Deployment & Configuration:** Installation and configuration of the CIS ValiData tool (Server or Desktop edition) on **[CIP Name]**'s infrastructure that meets the minimum technical specifications.
- **User Management:** Setup of internal users and assignment of roles (e.g., Uploader, Submitter) within the ValiData tool.
- **API Integration:** Requesting, configuring, and testing API credentials for the GCT environments of all three CRBs (TransUnion, Metropol, Creditinfo).
- **Data Quality Improvement:**
    - Validation of all applicable mandatory data files (Individual Consumer, Non-Individual, Daily Payment, etc.) using live data.
    - Reviewing error logs to identify data quality issues at the source.
    - Iterative data correction and re-validation cycles to meet defined success criteria.
- **Training:** Training of internal credit, compliance, and IT staff on the use of the tool and new operational processes.
- **Go-Live:** Managing the cutover from the old submission process to the ValiData production environment upon receiving all necessary approvals.

3.2. Out of Scope

- Fundamental changes to the core functionality of the CIS ValiData tool.
- Development or modification of the CRB-side APIs.
- Resolution of deep-rooted data quality issues within the core banking/source systems (this project will identify and report on such issues, but remediation may require a separate project).

4.0 Key Deliverables & Success Criteria

4.1. Project Deliverables

- A fully deployed and commissioned CIS ValiData tool in the **[CIP Name]** environment.
- Completed GCT Report, including evidence of validation results, error logs, and successful submission receipts from all CRBs submitted by **CIP Name** Project Manager to Project Sponsor.
- A signed-off Go-Live Approval form submitted to CIS Kenya ValiData Project Manager.
- Trained and competent staff ready to manage the new data submission process.
- Internal post-implementation project closure documentation.

4.2. Success Criteria

The project will be considered successful when the following criteria are met:

1. **Technical:** 100% successful tool deployment on infrastructure meeting minimum specifications, with all required URLs whitelisted and ports opened.
2. **Quality:** A consistent files validation success rate of ≥ 80% is achieved for all applicable mandatory files.
3. **Submission:** 100% success rate of submitting validated files to CRBs that the CIP is approved for, with documented confirmation of file readability from each.
4. **Approval:** Formal go-live sign-off is granted by the internal Project Sponsor and accepted by the PSC.
5. **Timeline:** Project is completed, and go-live is achieved within the agreed-upon schedule.

5.0 Project Milestones & Timeline

A detailed project schedule is maintained separately in a Gantt Chart format. The summary milestone schedule is as follows:

#	Milestone Description	Estimated Completion Date
1	Project Initiation & Planning	
2	Technical Setup & Deployment	
3	Data Validation, Cleansing, & Submission	
4	Go-Live Readiness & Approval	
5	Go-Live & Post-Implementation Support	

6.0 Project Governance & Team

This project operates under the governance of the CIS ValiData Implementation Programme. Issues will be managed internally first and escalated as needed through the defined paths.

6.1. Escalation Path

All technical issues to be escalated to the CIS Kenya Project Liaison. Subsequent escalation on technical and other matters are as follows:

1. **[CIP Name]** Technical/Functional Lead
2. **[CIP Name]** ValiData Coordinator / Project Manager
3. CIS Kenya Project Liaison
4. Project Implementation Committee (PIC)
5. **[CIP Name]** Project Sponsor
6. CIS Kenya ValiData Project Manager
7. Project Steering Committee (PSC)

6.2. Internal Project Team & Responsibilities

Role	Name / Title	Key Responsibilities
Project Sponsor	*[Insert Name]*	Holds overall ownership and accountability; secures necessary resources; champions the project internally; provides final go-live sign-off.
ValiData Coordinator / PM	*[Insert Name]*	Manages day-to-day project activities; primary point of contact for the CIS Kenya Liaison team; coordinates internal resources; tracks progress and risks.
Technical Lead	*[Insert Name]*	Oversees tool deployment, infrastructure setup, networking, and API integration; leads technical troubleshooting.
Functional / Credit Ops Lead	*[Insert Name]*	Leads GCT execution; performs data error analysis and coordinates data cleansing; validates new operational workflows; trains end-users.
Compliance Lead	*[Insert Name]*	Ensures the data handling and submission process remains compliant with internal policies and external regulations (e.g., Data Protection Act).

7.0 Assumptions, Constraints, and Risks

[Add or amend section as is relevant to CIP context]

7.1. Assumptions

- The project team will be composed of experienced personnel from relevant business areas.
- The **[CIP Name]** IT infrastructure meets or will be upgraded to meet the minimum server specifications defined in the Deployment Requirements document.
- Required URLs and ports will be whitelisted by the network/security team in a timely manner.
- The central CIS ValiData portal and CRB test environments will be stable and available during the project timeline.

7.2. Constraints

- The project timeline is dependent on the overall implementation schedule and the availability of external parties (CIS Kenya, CRBs).
- The validation success threshold (e.g., 80%) is a mandatory, non-negotiable exit criterion.
- Deployment may be delayed by internal technical resource constraints or change-freeze periods.

7.3. Key Risks & Mitigation Strategies

Risk	Impact	Likelihood	Mitigation Plan
Data Quality Issues: Initial data quality is poor, leading to significant delays in meeting the 80% validation threshold.	High	High	Dedicate credit operations staff to analyze error logs and guide data cleansing efforts; communicate the 80% target early and broadly; conduct pre-GCT data profiling.
Technical Delays: Delays in infrastructure setup, tool deployment, or obtaining/configuring CRB APIs.	High	Medium	Engage IT/Network teams at project kickoff; integrate their tasks into the formal project plan; maintain proactive communication with the CIS-K Liaison & CRB teams for API support.
Resistance to Change: Internal staff are resistant to adopting the new tool and processes, leading to poor adoption post-go-live.	Medium	Medium	Implement a clear change management plan (Section 8.0); ensure the Project Sponsor actively champions the benefits; provide comprehensive, hands-on training and support.

8.0 Change Management & Communication Plan

This project will introduce significant process changes for staff involved in data extraction, validation, and submission. To manage this transition, the project will follow a change management plan that includes stakeholder engagement, clear communication of benefits (e.g., reduced errors, standardized process), and comprehensive user training to ensure a smooth adoption.

Regular status updates will be provided to the Project Sponsor and key stakeholders. The ValiData Coordinator will maintain weekly contact with the CIS Kenya Project Liaison team. Key milestones and go-live readiness will be formally communicated as required by the program's communication plan.

9.0 Budget Summary

This project requires budgetary resources for the following items. All costs are estimates and will be refined during the planning phase. *[Update as is relevant to CIP]*

Category	**Estimated Cost (KES)**	**Notes**
Personnel Costs	*[Estimate]*	Person-hours for the internal project team.
Infrastructure Costs	*[Estimate]*	Hardware/software costs if upgrades are needed to meet minimum specs.
Training Costs	*[Estimate]*	Costs associated with developing or delivering training materials.
Contingency	*[Estimate]*	10-15% of total budget for unforeseen issues.
TOTAL	**[Total Estimate]**	

10.0 Authorization & Sign-off

The signatures below authorize the commencement of this project as defined in this charter. They signify agreement on the project's goals, scope, and the commitment of resources required for its successful completion.

Amend as is applicable for CIP

Name	Role	Signature	Date
	Project Sponsor		
	Project Manager		
	Lead IT Resource		
	Lead Credit Risk Resource		
	Lead Compliance Resource		