



INTERNATIONAL ISLAMIC
UNIVERSITY MALAYSIA

ORIGINAL

VERSION NO : 02

REVISION NO : 02

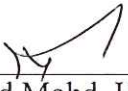
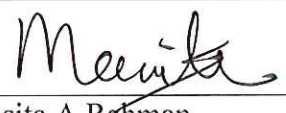
MANAGEMENT OF IT PROOF OF
CONCEPT

EFFECTIVE DATE : 04/2017

DOCUMENT NO. : IIUM/ITD/08

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MANAGEMENT OF IT PROOF OF CONCEPT

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1. OBJECTIVE

The purpose of this procedure is to describe the process of managing proof of concept for ICT controlled items at the kulliyah/center/division/office (K/C/D/I/O) at International Islamic University Malaysia.

2. SCOPE

The procedure covers the processes for the management of proof of concept activities at the International Islamic University Malaysia.

3. REFERENCE

- 3.1 Guidelines For Conducting Proof Of Concept (POC)
- 3.2 IIUM ICT Policy

4. DEFINITION / ABBREVIATION

- 4.1 HOU : Head of Unit
- 4.2 ISO : Information System Officer
- 4.3 ITD : Information Technology Division
- 4.4 NDA : Non-Disclosure Agreement
- 4.5 POC : Proof of Concept

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5. RESPONSIBILITY AND DETAILED PROCEDURE

RESPONSIBILITY	DETAILED PROCEDURE
	Please refer to flowchart

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QUALITY RECORD

NO	QUALITY RECORDS	LOCATION	RETENTION PERIOD	RESPONSIBILITY
1.	POC Request Form	File Cabinet	3 Years	POC Coordinator
2.	POC Report	File Cabinet	3 Years	POC Coordinator
3.	Non-Disclosure Agreement	File Cabinet	3 Years	POC Coordinator

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GUIDELINES FOR CONDUCTING PROOF OF CONCEPT (POC)

*A **proof of concept (POC)** or a **proof of principle** is a realization of a certain method or idea(s) to demonstrate its feasibility or a demonstration in principle, whose purpose is to verify that some concept or theory that has the potential of being used. A proof-of-concept is usually small and may or may not be complete. (Wikipedia)*

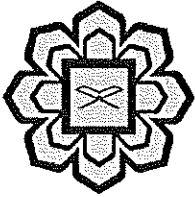
The following are the steps in conducting a Proof of Concept (POC):

Preliminary

- The kulliyah/center/division/office (K/C/D/I/O) shall request approval from ITD to conduct a POC by filling up the POC Request Form.
- Upon acquiring approval from the ITD, the kulliyah/center/division/office (K/C/D/I/O) shall ensure that a Non-Disclosure Agreement (NDA) is signed between the kulliyah/center/division/office (K/C/D/I/O) and the specified vendor (if necessary).
- The person in charge for POC shall establish the success criteria for the POC, with input from all stakeholders, heads of department, technical staff, and users.
- The person in charge for POC shall identify business processes and departments to be part of the POC demonstration.
- The person in charge for POC shall determine preliminary hardware and software performance, as well as service level required by technical staff.

Conduct, evaluate and report the POC

- The person in charge for POC shall set the date for the POC and invite all relevant stakeholders.
- The person in charge for POC and relevant stakeholders shall evaluate the POC in terms of the predetermined success criteria.
- The person in charge for POC shall present a report on the outcome which may include detailed activities conducted and the result of the POC to the management of ITD and relevant stakeholders.
- The report must be submitted to POC coordinator using the pre-defined template within 1 month from the POC end date.



PROOF OF CONCEPT (POC) REQUEST FORM

POC Name:	
Date and duration of POC:	Location:
1. Background and Overview: (Briefly write down the background information and overview of the POC)	
2. Objectives of the POC: (List the objectives that you want to achieve through the implementation of the POC)	
3. Scope: (List the scope and the boundary of the POC. Detail out what activities that will be implemented in the scope)	
4. Benefits: (List the benefits that you will acquire, upon conducting the POC)	
5. Impact (List the services/systems/facilities that will be affected when the POC is conducted)	
6. Resources and access to systems (if any): (List the resources needed for this POC, in terms of hardware, software, personnel and access to IJUM systems and databases)	
7. Cost / Budget involved (if any): (List the budget items involved, if any)	

8. Vendor / Third party involved (if any):
(List the vendor / third party involved, if any)

9. The POC will involve changes to the current production environment

Yes No

10. The POC will probably negatively affect the business environment

Yes No

Requested by:

.....

Name:
Post:
KCDIO:
E-mail:
Ext. number:
Date :

Recommended by:

.....

(Dean/Director/ Head of Department/ Head of Unit)
Date :

FOR OFFICE USE

Received by POC Coordinator:
Remarks (If any):

.....

.....

Change Request :

Required Not Required

.....

Date :

Approved /Not Approved by:

.....

Director, ITD
Date :

POC Result: (for POC Coordinator use only)

Successful Unsuccessful

Date POC Result submitted to POC Coordinator: ___/___/___.

*taken from POC Report