



INTERNATIONAL ISLAMIC
UNIVERSITY MALAYSIA

VERSION NO : 02

REVISION NO : 05

MANAGEMENT OF IT PROOF OF
CONCEPT

EFFECTIVE DATE : 08/2021

DOCUMENT NO. : IIUM/ITD/08

PAGES : Page 1 of 6

MANAGEMENT OF IT PROOF OF CONCEPT

Prepared by:		Approved by:	
Signature :		Signature :	
Name :	Syed Mohd Hazrul Bin Syed Salim	Name :	Nurmaliza Binti Jumaat
Position :	Senior Information System Officer Information Technology Division	Position :	Acting Director Information Technology Division
Date :	08/2021	Date :	08/2021

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 TL : Team Leader
- 4.2 ITO : Information Technology Officer
- 4.3 ITD : Information Technology Division
- 4.4 NDA : Non-Disclosure Agreement
- 4.5 POC : Proof of Concept

5. RESPONSIBILITY AND DETAILED PROCEDURE

RESPONSIBILITY	DETAILED PROCEDURE
	Please refer to flowchart in Appendix A

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

Appendix A:

