



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 IIUM 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

<p>Requested by:</p> <p>.....</p> <p>Name: Post: KCDIO: E-mail: Ext. number: Date :</p>	<p>Recommended by:</p> <p>.....</p> <p>(Head of Department/ Head of Unit) (Dean/Director) Date :</p>
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FOR OFFICE USE

<p>Change Manager:</p> <p>Change Request :</p> <p><input type="checkbox"/> Required. Please submit Change Request Form.</p> <p><input type="checkbox"/> Not Required</p> <p>.....</p> <p>Name: Date :</p>	<p>Approval:</p> <p><input type="checkbox"/> Approved <input type="checkbox"/> Not Approved</p> <p>In..... dated</p> <p>.....</p> <p>POC Coordinator Date :</p>
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Name :	Date :
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POC Result: (for POC Coordinator use only)

Successful

Unsuccessful

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

*taken from POC Report