

: MANAGEMENT OF IT PROOF OF CONCEPT

Ref. No.

: IIUM/ITD/08

Version No: : 03 Revision No : 00

Effective Date: 02/2023

# MANAGEMENT OF IT PROOF OF CONCEPT

Prepared By:-	Approved By:-		
(Signature) Stans.	(Signature) Mulia Mulia		
Name : Siti Zarina Binti Muhamat	Name : Nurmaliza Binti Jumaat		
Position: Deputy Information Technology Officer, Information Technology Division	Position: Director, Information Technology Division		
Date : 7-6 -2023	Date : 7/6/2023		



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## 1.0 OBJECTIVE

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

## 2.0 SCOPE

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

## 3.0 ACCOUNTABILITY

Governance and Customer Care (GCC), Information Technology Division.

## 4.0 ABBREVIATION (If any)

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

## 5.0 REFERENCE

- 5.1 Guidelines for Conducting Proof of Concept (POC)
- 5.2 IIUM ICT Policy



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## 6.0 RECORD RETENTION PERIOD

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/Cloud	3 years	POC Coordinator
4	Ontrack	Online/Cloud	3 years	POC Coordinator



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## 7.0 PROCESS FLOW

## Management of POC

