الجامعة الإسلامية العالمية ماليزيا
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA
يونيۏرسيتي إسلام انتارابڠسا مليسيا
Garden of Knowledge and Virtue

Title	**: MANAGEMENT OF IT PROOF OF CONCEPT**
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MANAGEMENT OF IT PROOF OF CONCEPT

Prepared By:-	**Approved By:-**
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Date : 7/8/2026	Date : 7/8/2026

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

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

3.0 ACCOUNTABILITY

Data Centre & IT Resources, 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 ICT Regulations
5.2 IIUM ICT Policy
5.3 IIUM Financial Policy;
5.4 Information Management Policy
5.5 IIUM ICT Security Policy
5.6 IT Infrastructure Library (ITIL)
5.7 Control Objectives for Information and Related Technologies (COBIT)

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

7.0 PROCESS FLOW

MANAGEMENT OF POC