

Version: 01
Revision: 00
Effective Date: 03/2016
ITD-ITPMO-07



BOOKING OF PROJECT ROOM

Information Technology Division (ITD)
International Islamic University Malaysia

Report No:

PART 1: REQUESTOR'S INFORMATION

Full Name : _____ Staff No : _____
Designation : _____ Email ~@iium.edu.my) : _____
K/C/D/IO : _____ Telephone Ext. : _____
Department/Unit : _____ Mobile Phone : _____

PART 2: PROJECT INFORMATION

Project Name : _____
Project ID : _____
Project Type : In- House Outsourced Co-sourcing
Current Project Phase: _____ Expected Completion Date: _____

Compulsory:

Please Attach Project Timeline (in MS Project, with info. of PIC for each task & specific date)

PART 3: BOOKING INFORMATION

Start Date : _____ End Date : _____
Days of the Week: _____ Time of the Day : _____

What is the importance/urgency of using the Project Room: Low Medium High

What is the Impact for NOT using the Project Room : Low Medium High

How Many People are using the room: _____

Please fill in their details below: (You may use additional paper, if required)

Name	IC Number / Staff ID	Contact Number
1.		
2.		
3.		
4.		
5.		

PART 4: RECOMMENDATION

Director / Deputy Director / Head of Unit

Signature & Official Stamps

Date:

PART 5: APPROVAL (*To be completed by ITPMO)Received by ITPMO :
ITPMO Representative

Date:

Impact Analysis:

*Impact	*Importance	Decision (Approved/ Not approved/KIV)	Assigned Officer In Charge	Suggested implementation/ Notes

* Impact & Importance : High/ Medium/ Low

Attachment:

Project Timeline (in MS Project, with info. of PIC for each task & specific date)

: Attached Not Attached**Extension (if any):**

Refer Report No: _____

GUIDELINES

1. The maximum booking allowed is 6 months or until the expected Project Completion Date, whichever comes first.
2. Extension for use of Project Room shall be requested via a new request for booking of Project Room.
3. Priority shall be given to project without office space (esp. outsourced project) or project works that require physical collaboration among project team member.
4. The assigned Officer In Charge is responsible to ensure cleanliness of the allocated project space in the Project Room.
5. The assigned Officer in Charge is responsible to ensure facilities in the Project Room will be used as stated in the ICT Procedures and Guidelines.
6. The assigned Officer in Charge is responsible to ensure that the project members are occupying only the assigned project space in the Project Room.
7. The project room shall be opened from 8.30 am to 5.30 pm.