



MANAGEMENT OF IT PROOF OF CONCEPT

Prepared By:-	Approved By:-
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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 Kulliyah /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

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

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

Responsibility	MANAGEMENT OF POC			Documents and records to be referred
KCDIO	Start			
	Submit POC request form			POC Request form
ITD Management	Table in ITD Management Meeting			
	Approved			
	Yes			
	Register Ontrack			Ontrack
Change Manager	Change Request (Change Environment)	Yes	Management of IT Change	Management of IT change procedure
KCDIO	No			
	Prepare Nondisclosure Agreement(NDA) for Vendor to sign(if required)			
	No			
KCDIO	Set POC date and invite stakeholders			
KCDIO	Conduct POC			
KCDIO	Evaluate POC			
KCDIO	Submit POC report to POC Coordinator			POC Report Ontrack
	End			