



PROOF OF CONCEPT (POC) REPORT

POC Title			
Person in charge			
Location:			
Actual Start Date		Actual End Date	

* Report must be submitted within 1 month after the completion of the POC.

1 ACHIEVEMENTS

1.1 Achievements compared to objectives

No	Outcome, goals or objectives	Achievement Status (Achieved/ Not achieved)	Next plan of action (if needed)

1.2 Achievements compared to scope

No	Project Scope	Achievement comments	Achievement Status (Achieved/ Not achieved)	Next plan of action (if needed)

1.3 Achievements compared to benefits

No	Benefits	Achievement comments	Achievement Status (Achieved/ Not achieved)	Next plan of action (if needed)

2 ANALYSIS OF POC RESULT

(Analysis that can be deduced based on the POC result. Please attach related activity report if needed)

3 RECOMMENDATION

Person in charge may recommend solution/product/steps to be taken based on the analysis of the POC result.
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4 FINDINGS OF THE POC

- POC was successful
- POC was unsuccessful

Prepared by : Person in Charge	Date:
Reviewed by: (Head of Department/ Head of Unit)	Date:
Reviewed by: (Dean/Director)	Date:

Received by POC Coordinator: Date:
