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 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

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 IIUM ICT Policy

5.2 ICT Regulations

5.3 Information Management Policy

5.4 IIUM ICT Security Procedure

5.5 IT Infrastructure Library (ITIL)

5.6 Control of Business IT (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