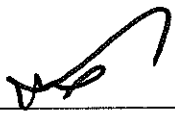


MANAGEMENT OF IT PROOF OF CONCEPT

Prepared By:-	Approved By:-
(Signature) 	(Signature) 
Name : Syed Mohd Hazrul Bin Syed Salim	Name : Nurmaliza Binti Jumaat
Position: Deputy Information Technology Officer, Information Technology Division	Position: Director, Information Technology Division
Date : 23/5/2025	Date : 23/8/2025

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 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

