### EMPLOYER PROJECT (EP) CONSIDERATIONS FOR THE COMPANY or EMPLOYER for YEAR 2020

Upon submission of your project proposal, you hereby agree on the following guidelines to ensure that the proposed project will meet the needs and expectations of all stakeholders.

1. Except in some very specific cases, the majority of work by the project teams (postgraduate students and final semester degree/diploma students) will be conducted on INTI campuses. Occasional on-site meetings at your company’s premises can be arranged.
2. Proposed projects should have a clear value proposition for both the students and your organization, projects could be what is relevant to your business functional areas in ICT application, Multimedia, Graphic Design, R&D, Engineering, Marketing Plan, Business Plan, HR, Sales, Finance, Accounting, Mass Communication, Hotel and Restaurant etc. INTI students are highly capable and desire a challenge. These projects offer an excellent opportunity for talent scouting, innovation creation, and etc.
3. Project cycles vary in number of weeks of five weeks to 10 weeks in length and each project cycle may see an entirely new team of INTI students. As such, projects should have a clear objective that is attainable within one cycle and a means of transitioning knowledge if the project runs for multiple cycles.
4. It is not advisable that proposed projects be mission-critical in nature or requires a production-quality finish. Prototypes and R&D projects are more appropriate.
5. INTI project teams will operate at a professional level. They can and should be expected to execute against a schedule, deliver meaningful deliverables, and interact with key stakeholders. INTI hopes to achieve 4 goals on this project: (i) Publication of project outcomes by lecturers, students and employer, (ii) Knowledge Transfer of R&D to students and lecturers, (iii) Funding for T&L for future skills, (iv) Possible awards for innovation
6. An important part of the project experience is for INTI students to ‘live in the real world’ while doing these projects. For this to be effective, the Company will be expected to commit the time of the process owner, executive sponsor or relevant Senior Management and Technical staff to engage with the students in the whole project life cycle.
7. The whole project requires 3 different phases (Kick-Off, Checkpoint and Completion Delivery) and will require the students and the employer to meet in 3 different pre-arrange 2-hours scheduled meetings on, dates are agreed upon by both party:

* **PROJECT KICK-OFF (KO) DATE** – to be done on-campus, employers are invited to explain about their company and their project requirements.
* **PROJECT MID-CHECKPOINT (CP) DATE** - to be done on-campus, the group of students will present their work to employers and to obtain feedback whether the students are on-track or off-track against the project objective.
* **PROJECT COMPLETION DELIVERY (CD) DATE** – if possible, this will be done at the employer office where a select project teams will present and deliver the project deliverables.

1. The employer/partner will issue a certificate or letter of appreciation/recognition to the individual members of the selected teams who have completed the project. Or the employer could opt to offer students an internship or industry project award or opportunities to be coached or mentored.
2. After the final presentation the employer/partner will identify the best students on the project team and may give them a conditional offer of employment.
3. The employer/partner project owner will be acting in the capacity of an industry advisor, coach or mentor to the students undertaking the project in the subject that they are doing.
4. Employer partner to help us achieve or contribute in meeting the success criteria of this Employer Project by supporting INTI on the (i) Joint Publication of project outcomes by lecturers, students and employer, (ii) Knowledge Transfer of R&D to students and lecturers, (iii) Funding for Teaching and Learning (T&L) for developing future skills of our lecturers and students, (iv) Identify possible submission of project entry for “awards innovation” competition.
5. Students and staff involved on this project will do their best endeavors to protect and will not share the content of their project findings and reports to other individuals other than INTI and its partner universities. The IP wholly belongs to the employer/partner company.
6. INTI is willing to sign an MOU and NDA at the institutional level with the employer/partner.
7. Select employer project and with employer/partner’s logo will be showcased by INTI for presentation, marketing and publicity purposes but without including partners sensitive data or private and confidential information.
8. After the final presentation the employer/partner will offer feedback on the students’ performance of the project via a dedicated online form

**CALENDAR/TIMELINE: PROJECT PROPOSAL SOURCING and CURRICULUM MAPPING DATES: 🡪 NOV to DEC (for CYCLE 1: Jan-Mar), FEB to MAR (for CYCLE 2: Apr – Jul) and JUN to JUL (for CYCLE 3: Aug – Nov), PROJECT KICK-OFF DATE: 🡪 JAN, FEB, MAR, APR, MAY, AUG, SEP 🡪 EP SHOWCASE and SHARING SESSION: 🡪JAN, JULY and NOVEMBER**

**EMPLOYER PROJECT PROPOSAL - HIGH LEVEL PROJECT SUMMARY**

**(to be drafted by the employer)**

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| **Date Project Submitted to INTI** | | 2-8-2020 | | |
| **Employer/Company Name** | | VeecoTech Web & Ecommerce Sdn Bhd | | |
| **Employer/Company Web Site** | | [www.veecotech.com.my](http://www.veecotech.com.my) | | |
| **Employer/Company Category** | | SME | | |
| **INTI Staff Name Point Of Contact for this Project** | | Mr Yeap | | |
| **Type of Industry Sector of your Company** | | Software development | | |
| **Employer Project Champion Name** | Alain Lye | Director | [alan@veecotech.com.my](mailto:alan@veecotech.com.my) | 019-6400666 |
| **Employer Process Owner Name** | Kim Chuan | IT Lead | [kim@veecotech.com](mailto:kim@veecotech.com) | Mobile Number |

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| **Project Title** | To develop an online marketing system |
| **Brief Profile of the Company** | VeecoTech is an experienced web development company located in Penang. VeecoTech specializes in helping businesses to grow their business through IT solutions, system development, web design, ecommerce solution, SEO, branding and online marketing. |
| **Project Problem Statement(s)/Objective(s)** | Sending SMS through phone is no longer as effective as before. The SMS open rate is very low and that has caused most of the marketing plans or notifications failed to reach to customer directly. We need a better solution to send Announcements, News, Updates. Beside SMS, we need to have Whatsapp and Email marketing module to build a better Engagement & Relationship with customer. |
| **INTI Project Team Relevant Discipline** | Software developer |
| **Employer Expectations and Project Deliverables** | To develop an online marketing system that consists of 3 modules (SMS, Whatsapp, Email) to send Announcements, News, Updates and as well as building Engagement & Relationship. All 3 modules are done in a single marketing portal.  **Development Modules:**   * SMS * Whatsapp * Email   **All features:**   * Dashboard * Import/ export contacts * Contact filters * Customer list management * Scheduled sending * Campaign list management * Send unlimited bulk messages * Percentage of delivered and undelivered message   **SMS:**   * Include all features above * Send your messages as text   **Whatsapp:**   * Include all features above * Send your messages in any format such as text, images, videos, audios and emoji * WhatsApp Auto Responder module   **Email:**   * Include all features above * Allow to add in template design * Track delivery status |
| **Technologies Required, Used or Needed** | PHP, MYSQL |
| **Technical Skill Sets Needed or Required for this Project by the Project Team** | PHP, Laravel, MYSQL |
| **Target Audience or User of the Project** | Used for all marketing projects not limited to SME, Corporate or personal. |
| **Practical Resources Needed or Assistance to be provided by the employer (if any)** | Hosting server will be provided. |
| **Project Deadline** | No due date |
| **Employer CSR Contribution to INTI as our KEY Employer Project Success Factors (Please provide the information needed in each item given)** | 1. Joint Publication of project outcomes by lecturers, students and employer (Yes/No): \_\_\_\_\_\_ 2. Knowledge Transfer of R&D to students and lecturers via Mentoring and Coaching: Number of Students: \_\_\_\_\_\_\_ Number of Lecturers: \_\_\_\_\_\_\_\_ 3. Funding Contribution for Teaching and Learning (T&L) for developing future skills of our lecturers and students (RM): \_\_\_\_\_\_\_\_ 4. Identify possible submission of project entry for “awards innovation” competition e.g. MOHE Academia Industry Collaboration Award (AICA), MDEC Asia Pacific ICT Awards (APICTA): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. |

**NOTE**: Upon receiving the above project high level summary, we will do the curriculum mapping to identify the relevant subject and students fitting to the project. Our faculty member will produce a much more detail and elaborated project document (Employer Project Requirement and Specification Document – EPRSD) that will be used by the students (project team) as a guide with all the expected deliverables and with the FIX DATES on project kick-off(KO), mid check point review (CP), completion delivery (CD) and site visits (if any). A copy will be extended to the employer for their review and approval before the project commences.

**EP REQUIREMENT and SPECIFICATION DOCUMENT (EPRSD)**

**(NOTE: This is a detailed project information to be completed by the Faculty/Lecturer that must be given to students and employer and to be discussed in the Prep Session schedule)**

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| **INTAKE SESSION** | MONTH YEAR | | | | | | | CAMPUS NAME | | | | | | | | | | Date | | |
| **FACULTY/SCHOOL** |  | | | | | | | | | | | | | | | | | | | |
| **DEAN** | Dean’s Name | | | | | Email@address | | | | | | | | | | Mobile Number | | | | |
| **HEAD OF PROGRAM** | HOP Name | | | | Email@address | | | | | | | | | Mobile Number | | | | | Acknowledgement by HOP: Y/N | |
| **CAREER SERVICES CONTACT** | Staff Name :  Yeap Chang Lee,  Manager of CS | | | | | | Email@address :  changlee.yeap@newinti.edu.my | | | | | | | | | Mobile Number :  +6012-6950674 | | | | |
| **LECTURER** | Lecturer Name | | | | Email@address | | | | | | | | | | | Mobile Number | | | | |
| **PROGRAMME CODE** | ProgrammeCode | | | | **PROGRAMME TITLE** | | | | | | | Programme Name | | | | | | | | |
| **SUBJECT CODE & TITLE** | COURSECODE – Subject Title | | | | | | | | | | | | | | | | **SEMESTER LEVEL** | | | Semester Number |
| **TOTAL STUDENTS:** |  | **LOCAL:** |  | | **INTERNATIONAL:** | | | | | |  | | | | **MEMBERS Per GROUP** | | | |  | |
| **% of CONTRIBUTION TO COURSEWORK MARKS:** | | | | Total % Marks | | | | | **ASSESSMENT and GRADED BY:** | | | | | | | | | Project Teams and Lecturers Only | | |
| **EDUCATION LEVEL** | Masters or Degree or Diploma or Pre-U | | | | | | | | | | | | **Year Level** | | | | | Year 1 or Year 2 or Year 3 | | |
| **CLASS SCHEDULE 1** | DAY1 | | | | | | | | | TIME1 | | | | | | | | CLASS ROOM | | |
| **CLASS SCHEDULE 2** | DAY2 | | | | | | | | | TIME2 | | | | | | | | CLASS ROOM | | |
| **MAPPING: COURSE LEARNING OBJECTIVES or PROJECT OUTCOMES:**   |  |  | | --- | --- | | Course Learning Objectives or Outcomes | Specific objective or outcome MAPPED to this Employer Project | |  |  | | | | | | | | | | | | | | | | | | | | | |
| **EMPLOYER PROJECT WORK DURATION in WEEKS:** Type the total number of weeks needed to complete the project.   |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **MONTHS – WEEK DAY START Monday** | **Aug 26** | **Sep 2** | **Sep**  **9** | **Sept 16** | **Sept 23** | **Sept 30** | **Oct 7** | **Oct 14** | **Oct 21** | **Oct 28** | **Nov 4** | **Nov 11** | **Nov 18** | | **ACADEMIC WEEK - CLASS SCHEDULE** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** | **13** |   **.** | | | | | | | | | | | | | | | | | | | | |
| **EMPLOYER PROJECT PLAN/SCHEDULE (Dates are according to the Class Schedule Above:**   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | # | PROJECT ACTIVITY MILESTONE | ACAD WEEK # | DATE  MMM-DD | DAY | TIME | ROOM VENUE | | 1 | Project and Course Mapping |  |  |  |  |  | | 2 | Prep Session (PS) by CS TEAM to students |  |  |  |  |  | | 3 | Kick-Off (KO) by Employer in class |  |  |  |  |  | | 4 | Check Point (CP) review by Employer in class |  |  |  |  |  | | 5 | Prep Final (FP) by CS TEAM to project teams |  |  |  |  |  | | 6 | Submission of Final Project Slide and Pager to Employer, Lecturer and CS Team |  |  |  |  |  | | 7 | Completion Date (CD) and Presentation at Board Room |  |  |  |  |  | | 8 | Employer Project Feedback submission |  |  |  |  |  | | | | | | | | | | | | | | | | | | | | | |
| **COMMUNICATION TOOLS:** | | | | | | | | | | | | | | | | | | | | |
| INTER CALL Audio Conference Call Number:   * International Dial-in Number: +65 67829833 * Toll Free Dial-in Number: 1800806162 * Conference Code Number: 1606316178 * Leader PIN: 6180   POLYCOMM Video Conferencing IP Address for INTI Campuses:   |  |  | | --- | --- | | INTI Subang | * Level 11 Conference Room - 113.23.131.254 * Level 10 Room 4 - 113.23.131.252 | | INTI Nilai | * IT Meeting Room – 113.23.177.101 * Board Room Level 4 – 113.23.177.102 * FOBCAL – 113.23.177.103 | | INTI Penang | * Conference Room - 203.188.234.179 | | INTI Kuala Lumpur | * Conference Room - 113.23.128.110 | | INTI Sabah | * Conference Room - 203.188.237.73 | | | | | | | | | | | | | | | | | | | | | |