### 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)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date Project Submitted to INTI** | | MMM-DD-YYYY | | |
| **Employer/Company Name** | | Ebox Online | | |
| **Employer/Company Web Site** | | www…. | | |
| **Employer/Company Category** | | Please state clearly the category of your company: MNC, SME, GLC, NGO, StartUP | | |
| **INTI Staff Name Point Of Contact for this Project** | | INTI Staff Name | | |
| **Type of Industry Sector of your Company** | | Please state which industry sector your company belongs to. | | |
| **Employer Project Champion Name** | Champion Name | Job Title, Department | Email@address | Mobile Number |
| **Employer Process Owner Name** | Process Owner Name | Job Title, Department | Email@address | Mobile Number |

|  |  |
| --- | --- |
| **Project Title** | Research and development of GPS live tracking system |
| **Brief Profile of the Company** | Please provide a short description about your company, its business, products, market presence and total manpower size and website address. |
| **Project Problem Statement(s)/Objective(s)** | **Problem Statement:**  Ebox Salon has planned to provide their customer on site service for Penang area, customers can now make appointments through their website and the salon will send staff to customer locations to provide them service. Therefore a research and development on mobile application with live GPS tracking has been proposed to fulfill the requirement and problem has been found.  Requirements:  - Customer can check staff location and estimate time to reach their location.  - Customer can check appointment info in the application.  - Customer can contact staff through message and calling.  - Customer can give ratings and reviews to staff.  - Staff can view appointment info and service to confirm with customer  - Staff can get navigation route to customer location through mobile application  - Staff can know estimate time to reach customer location  - The tracking system should be able to provide staff live traffic updates to help them avoid routes with traffic issues such as jam or accidents.  - Staff can receive notification about assigned appointments from the owner.  - Shop owner can track staff current location  - Shop owner will get notification if staff has change another route to go customer location  - Shop owner can check back past appointment and route staff take to customer location  - Shop owner can check staff rating, review, number of service per day  - Shop owner can set staff working day, hour and holiday  - Shop owner can assign staff to customer appointment |
|  |  |
| **INTI Project Team Relevant Discipline** | Computer Science, IT, and Mobile Application Development. |
| **Employer Expectations and Project Deliverables** | The project team should deliver a working prototype during their presentation. These are the least expectation to be present during demo the prototype on the presentation:  1. A workable live GPS tracker mobile application  2. The requirements listed should be completed  3. A workable web application is recommended to work with tha mobile application.  4. APIs which connect the web application and GPS tracker application.  5. Planning and design of flow chart, database ERD, as well as other related diagrams.  6. Libraries and resources that help to complete the prototype |
| **Technologies Required, Used or Needed** | Mobile Application: Android Studio or MS Visual Code.  Web Development: MS Visual Code  Database: PHPMyAdmin (MYSql)  Development Environment: XAMPP |
| **Technical Skill Sets Needed or Required for this Project by the Project Team** | Programming Skills:  Web Development: PHP, MySql  Mobile App Development: Java, React Native or Flutter, Kotlin  Technical Skills: SDLC, Business Process Modeling and Algorithm, Information Architecture Design |
| **Target Audience or User of the Project** | The target audience of this project are divided to 3 group of users:  - customer  - staff  - owner |
| **Practical Resources Needed or Assistance to be provided by the employer (if any)** | As time is limited for these projects, please list any resources that can be provided any reports, hardware, software etc. that will allow more attention to be directed at the main objective. Such resources will be requested upon project kick-off. For example: Project meeting can be arranged or requested by the project team at our worksite. |
| **Project Deadline** | Please indicate if the project has a deadline to be completed or is open as in the event the project cannot be mapped in current semester, it will be moved to following semester. |
| **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)**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **INTAKE SESSION** | AUG 2020 | | | | | | | CAMPUS NAME: IICP | | | | | | | | | | Date: 1 SEPT 2020 | | |
| **FACULTY/SCHOOL** | **SOEAT** | | | | | | | | | | | | | | | | | | | |
| **DEAN** | K.M. Chong | | | | | kokming.chong@newinti.edu.my | | | | | | | | | | Mobile Number | | | | |
| **HEAD OF PROGRAM** | Usha Jayahkudy | | | | usha.jayahkudy@newinti.edu.my | | | | | | | | | Mobile Number | | | | | Acknowledgement by HOP: Y | |
| **CAREER SERVICES CONTACT** | Staff Name :  Yeap Chang Lee,  Manager of CS | | | | | | Email@address :  changlee.yeap@newinti.edu.my | | | | | | | | | Mobile Number :  +6012-6950674 | | | | |
| **LECTURER** | Shahriman Mohd Said | | | | shahriman.said@newinti.edu.my | | | | | | | | | | | Mobile Number: 0124286859 | | | | |
| **PROGRAMME CODE** | BCSCU/BCTCU | | | | **PROGRAMME TITLE** | | | | | | | BACHELOR OF SCIENCE WITH HONOURS IN COMPUTER SCIENCE/COMPUTING 3+0 IN COLLABORATION WITH COVENTRY UNIVERSITY, UK | | | | | | | | |
| **SUBJECT CODE & TITLE** | 206CDE-Real World Project | | | | | | | | | | | | | | | | **SEMESTER LEVEL** | | | 5 |
| **TOTAL STUDENTS:** | 70 | **LOCAL:** | 69 | | **INTERNATIONAL:** | | | | | | 1 | | | | **MEMBERS Per GROUP** | | | | 5 | |
| **% of CONTRIBUTION TO COURSEWORK MARKS:** | | | | 70 | | | | | **ASSESSMENT and GRADED BY:** | | | | | | | | | Project Teams and Lecturers Only | | |
| **EDUCATION LEVEL** | Degree | | | | | | | | | | | | **Year Level** | | | | | Year 2 | | |
| **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 | | 1. Demonstrate an ability to work both individually and within multi-disciplinary teams to deadlines. Show evidence of planning and apply professional and interpersonal skills so as to communicate effectively, both verbally and in writing.  2. Demonstrate understanding of the requirements of potential future employers and institutions offering graduate level employment and/or industrial placements, and to formulate medium term plans for enhancing their employability and academic development.  3. Identify and practice established principles within the students programme of study. Apply and express the underlying concepts and principles outside the context in which they were first studied, including where appropriate, the application of those principles in a work context.  4. Effectively communicate information, arguments and analysis in a variety of forms. Demonstrate a commitment to undertake further study and develop existing skills that will students to develop in changing work environment.  5. Demonstrate an awareness and ability to apply social, professional, legal and ethical standards as documented in professional codes of conduct of computing & IT professional bodies. e.g. BCS. | 1. Demonstrate an ability to work both individually and within multi-disciplinary teams to deadlines. Show evidence of planning and apply professional and interpersonal skills so as to communicate effectively, both verbally and in writing.  3. Identify and practice established principles within the students programme of study. Apply and express the underlying concepts and principles outside the context in which they were first studied, including where appropriate, the application of those principles in a work context.  4. Effectively communicate information, arguments and analysis in a variety of forms. Demonstrate a commitment to undertake further study and develop existing skills that will students to develop in changing work environment.  5. Demonstrate an awareness and ability to apply social, professional, legal and ethical standards as documented in professional codes of conduct of computing & IT professional bodies. e.g. BCS. | | | | | | | | | | | | | | | | | | | | | |
| **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 | 1 | 26 Aug |  |  |  | | 2 | Prep Session (PS) by CS TEAM to students | 1 | 26 Aug |  |  |  | | 3 | Kick-Off (KO) by Employer in class | 2 | 2 September |  |  |  | | 4 | Check Point (CP) review by Employer in class | 7 | 7 October |  |  |  | | 5 | Prep Final (FP) by CS TEAM to project teams | 12 | 9 Nov |  |  |  | | 6 | Submission of Final Project Slide and Pager to Employer, Lecturer and CS Team | 13 | 23 Nov |  |  |  | | 7 | Completion Date (CD) and Presentation at Board Room | 13 | 23 Nov |  |  |  | | 8 | Employer Project Feedback submission | 14 | 1 Dec |  |  |  | | | | | | | | | | | | | | | | | | | | | |
| **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 | | | | | | | | | | | | | | | | | | | | | |