

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.
8. 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.
9. 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.
10. 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.
11. 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.

12. 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.
13. INTI is willing to sign an MOU and NDA at the institutional level with the employer/partner.
14. 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.
15. 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		18 th September 2020	
Employer/Company Name		ENG SHENG SDN BHD	
Employer/Company Business Registration No.		89290-D	
Employer/Company Web Site		https://www.engsheng.com/	
Employer/Company Category		Private Company – Limited Corporation	
INTI Staff Name Point Of Contact for this Project		Mr. Andrew Ho Mun Wah	
Type of Industry Sector of your Company		Food Product Supplier	
Employer Project Champion Name	Champion Name	Job Title, Department	Email@address
	Kent Khor	Group Manager	kent.khor@engsheng.com
Employer Process Owner Name	Process Owner Name	Job Title, Department	Email@address
	Kent Khor	Group Manager	kent.khor@engsheng.com
Project Title		Project Title: BYOD policy and SETA program for ENG SHENG SDN BHD	
Brief Profile of the Company		<p>Eng Sheng has grown from a small wholesaler in a pre-war shophouse in Kuala Lumpur to one of Asia’s leading agricultural importers and exporters. Its main business activities include importation and exportation, wholesaling, distribution to hypermarkets, supermarkets and retail chains, branding, food manufacturing and processing.</p> <p>Vision: To be the ASEAN hub for quality agricultural food and brands.</p> <p>Values: Our values of integrity, trust, respect, and high performance are central to Eng Sheng’s success. We continually strive to earn our position as the partner-of-choice for our customers, vendors, and suppliers.</p> <ul style="list-style-type: none"> We hold ourselves accountable for our actions and commitments, we endeavour to do the right thing and adhere to moral and ethical business conduct We build strong and close relationships with our co-workers, customers, partners, vendors and suppliers We are reliable We demonstrate courtesy and consideration and treat people fairly We aim to deliver a high level of performance in everything we do 	

	<ul style="list-style-type: none"> We are committed to continuous learning and development and are thus constantly striving to improve
Project Problem Statement(s)/Objective(s)	To design a BYOD policy and SETA program for ENG SHENG SDN BHD
INTI Project Team Relevant Discipline	Diploma in Information Technology ICT2106 Y1 students (August 2020)
Employer Expectations and Project Deliverables	A BYOD policy and SETA program for ENG SHENG SDN BHD
Technologies Required, Used or Needed	Web browser, email system, word processing software, audio editing software, audio recording equipment
Technical Skill Sets Needed or Required for this Project by the Project Team	Information security management skill, research skill, reporting skill, communication, and project management skillset.
Target Audience or User of the Project	ENG SHENG SDN BHD
Practical Resources Needed or Assistance to be provided by the employer (if any)	The company will provide INTI students with the required product contents only. Any addition contents with regards to meet the above-mentioned requirements is subject upon request by INTI students and approval by the management only. Any draft of questionnaires and feedback must be communicated via an employer project WhatsApp group, or face-to-face meeting only. Should any private and confidential contents be involved for distribution, INTI students shall get approval from the management of the company. Any final presentation to be presented to the management prior for final approval shall be presented to the ENG SHENG SDN BHD via online communication.
Project Deadline	As per the deadline indicated by INTI and agreed by the management of ENG SHENG SDN BHD
Employer CSR Contribution to INTI as our KEY Employer Project Success Factors (Please provide the information needed in each item given)	<ul style="list-style-type: none"> (i) Joint Publication of project outcomes by lecturers, students, and employer (Yes/No): No. (ii) Knowledge Transfer of R&D to students and lecturers via Mentoring and Coaching: Number of Students & Number of Lecturers: As per the project requirement only. (iii) Funding Contribution for Teaching and Learning (T&L) for developing future skills of our lecturers and students (RM): NIL. (iv) Identify possible submission of project entry for "awards innovation" competition e.g. MOHE Academia Industry Collaboration Award (AICA), MDEC Asia Pacific ICT Awards (APICTA): Not permitted by the management of ENG SHENG SDN BHD

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.