

## **EMPLOYER PROJECT (EP) CONSIDERATIONS FOR THE COMPANY or EMPLOYER for YEAR 2020/2021**

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)**

<b>Date Project Submitted to INTI</b>		MMM-DD-YYYY		
<b>Employer/Company Name</b>		Company Name		
<b>Employer/Company Business Registration No.</b>				
<b>Employer/Company Web Site</b>		www....		
<b>Employer/Company Category</b>		Please state clearly the category of your company: MNC, SME, GLC, NGO, StartUP		
<b>INTI Staff Name Point Of Contact for this Project</b>		INTI Staff Name		
<b>Type of Industry Sector of your Company</b>		Please state which industry sector your company belongs to.		
<b>Employer Project Champion Name</b>	Champion Name	Job Title, Department	Email@address	Mobile Number
<b>Employer Process Owner Name</b>	Process Owner Name	Job Title, Department	Email@address	Mobile Number

<b>Project Title</b>	Project Title or Name of the Project. For example: Development of customer/consumer engagement retention strategy.
<b>Brief Profile of the Company</b>	Please provide a short description about your company, its business, products, market presence and total manpower size and website address.
<b>Project Problem Statement(s)/Objective(s)</b>	Please provide a short project brief problem statement identifying the problem this project will address/solve. The statement should outline clearly what to be solved or addressed by the project team. Additional information can be added as an appendix.
<b>INTI Project Team Relevant Discipline</b>	Type of students that you think who should do this project. Eg. Marketing, HR, Finance, Accounting, Hospitality, Culinary, Civil Engineering, Mechanical Engineering, EE, Computer Science, IT, Mobile App Development, etc.
<b>Employer Expectations and Project Deliverables</b>	Please provide a brief statement, outlining the company's expectations. For example, "The project team is expected to produce an insightful product/services survey, data collection, what-if analytics, dashboard presentation and or working prototype and recommendation for employer's consideration and adoption.
<b>Technologies Required, Used or Needed</b>	Please list if any technical requirements, on Hardware/software, development tools required for the project. (e.g. Windows 7, BI, Open Source, Oracle, MSSQL, SAS, SAP ERP). Do indicate if any of these are mandatory for this project and whether the project team should look into and get approval for different technology and tools.
<b>Technical Skill Sets Needed or Required for this Project by the Project Team</b>	Please list the professional/technical skill sets as expected by the employer for this project (e.g. Survey, Analysis, Information Architecture Design, Business Process Modeling, Software Development)
<b>Target Audience or User of the Project</b>	Please describe the type of end users or beneficiaries of the project. For example - "The project result will be used mainly by internal HR staff"
<b>Practical Resources Needed or Assistance to be provided by the employer (if any)</b>	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.
<b>Employer CSR Contribution to INTI as our KEY Employer Project Success Factors (Please provide the information needed in each item given)</b>	<p>(i) Joint Publication of project outcomes by lecturers, students and employer (Yes/No): _____</p> <p>(ii) Knowledge Transfer of R&amp;D to students and lecturers via Mentoring and Coaching: Number of Students: _____ Number of Lecturers: _____</p> <p>(iii) Funding Contribution for Teaching and Learning (T&amp;L) for developing future skills of our lecturers and students (RM): _____</p> <p>(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): _____</p>

**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.

**E-SIGNATURE (Process Owner or Project Champion):**

\_\_\_\_\_  
**Name:**

**Date:**