



MBA Project Guideline

ZCMF6514



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“Let this guideline be your steadfast companion as you embark on your MBA Project journey. May it illuminate your path from the inception of your project idea to the moment you confidently present your findings. This document is designed to meet academic requirements and nurture the growth of astute business leaders who seamlessly integrate classroom knowledge with real-world challenges. Embrace the journey, and let this guideline be your map to success.”



NAVIGATING THE PATH OF ACADEMIC AND PRACTICAL EXCELLENCE

Embark on a journey of academic exploration and practical application with our MBA Project Guideline. This comprehensive document serves as a roadmap, guiding students through planning, executing, and presenting a compelling MBA Project. It encompasses a range of essential elements, from project proposal development to the final presentation.



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INTRODUCTION

The MBA Project is a pivotal course requirement, bridging academic knowledge and real-world application. This comprehensive guideline aims to empower students to not only fulfill their academic obligations but to thrive in practically implementing theories and methods learned in the classroom.



OBJECTIVE

The MBA Project aims to equip students with a comprehensive skill set essential for business success. It involves developing leadership qualities, teamwork, and effective communication skills. Additionally, the project ensures mastery of contemporary business knowledge, ethical responsibility, and lifelong learning skills.

TYPES OF ENGAGEMENT

1

Project Management

Project management involves planning, organising, securing, managing, leading, and controlling resources to achieve specific goals within a defined time frame and budget. It is a systematic approach to overseeing and guiding the entire life cycle of a project, from initiation to completion. Project management's primary objective is to successfully meet project objectives, including delivering a product, service, and result that satisfies the stakeholders.

Example:

- Establish a lunging arena tailored for equine-assisted therapy to support individuals with mental health disabilities.
- Increase environmental awareness and promote sustainable practices within the local community.

2

Corporate Social Responsibility (CSR)

CSR is a programme that contributes positively to society and the environment. Through this hands-on experience, students will deepen their understanding of businesses' role in sustainable development while developing critical thinking, problem-solving, and project management skills essential for responsible business leadership. The project seeks to bridge the gap between academic theory and real-world application, fostering a commitment to ethical and socially conscious business practices among future business leaders.

Example:

- Raise awareness about the importance of rainforest conservation.
- Collect financial resources to support the children under the care of PERNIM (Persatuan Kebajikan Anak Pesakit HIV / Aids Nurul Iman Malaysia).

3

Consultation Projects

Consultation projects allow students to act as consultants, providing expert advice and recommendations to help individuals or organisations tackle specific challenges or explore opportunities. These projects arise when a client recognises the need for external expertise to solve problems, improve processes, or achieve specific goals. In the consultation project, students collaborate closely with the client, conducting research and analysis to develop practical and tailored solutions. The focus is real-world application, fostering critical thinking, problem-solving, and strategic decision-making skills.

Example:

- Promote a digital platform and network aimed at preventing teenage pregnancy.
- To elevate VETA College reputation and brand recognition, particularly within the Technical and Vocational Education Training (TVET) industry and the broader Malaysian education sector.



PROJECT PRESCRIPTION

- i. The MBA Project (ZCMF6514) is a four (4) credit course designed to be completed within one semester of study, as per the schedule outlined by UKM-GSB. Grades will be assigned after the semester according to the Grade or Scoring Schedule defined by the university.
- ii. Please note that an MBA Project is not permitted to be conducted on an individual basis; it must be undertaken as a group effort.
- iii. Students will undertake the project in the second semester (full-time) and the third semester (part-time).
- iv. The project should fall into one of the following categories: project management, corporate social responsibility (CSR) initiative, or consultation project.
- v. The project will be supervised by a full-time lecturer from UKM-GSB certified by the management of UKM-GSB.
- vi. The project proposal must be discussed with the appointed Project Supervisor and receive approval before submitting to UKM-GSB for final approval.
- vii. The Deputy Dean (Academic) will determine the appointment of the Project Supervisor.
- viii. Groups are permitted to establish a Memorandum of Agreement (MoA) or Memorandum of Understanding (MoU) with external parties only when (i) the Project Supervisor is involved and (ii) the approval is obtained from the Dean and Deputy Dean (Academic).
- ix. In contrast, the Letter of Intent (LoI) with outside parties requires only the Project Supervisor's involvement and approval.
- x. All projects are required to prepare for a final presentation session during the Business Sustainability Symposium, which is scheduled at the end of the semester by UKM-GSB.

PROPOSAL PREPARATION

The MBA Project Committee/Group must prepare a complete proposal containing the following information and submit it TWO (2) MONTHS before the start of the second semester (full-time) and the third semester (part-time).

- i. **Executive Summary** - Explains the project overview, providing critical information to stakeholders and decision-makers. It typically serves as a summary document at the beginning of a project proposal, business plan, or report.
- ii. **Introduction** - Introduces the project, providing essential background information and context, conveying the project's significance, and outlining the key elements discussed in the proposal.
- iii. **Problem Statement** - Provides a clear and concise description of the issues or challenges that the proposed project aims to address. It serves as a merit for the project by outlining the context, scope, and significance of the problem.
- iv. **Purpose** - Aims to apply the theory and knowledge learned in class to real-life scenarios, ensuring successful project implementation.
- v. **Programme's Objective** – Refers to specific, measurable, achievable, relevant, and time-bound (SMART) statements defining the project's goals. You must include a minimum of three (3) objectives in your proposal.
- vi. **Sustainable Development Goal Compliance** – Ensure that the chosen project aligns with at least one of the 17 Sustainable Development Goals (SDGs). Including SDGs is essential because they provide a global framework for addressing various societal and environmental challenges. You should clearly explain how the project aligns with and positively impacts the chosen SDG.
- vii. **Expected Outcome** - Explains the specific results or benefits that the project aims to achieve. Be clear and concise about what success looks like for the project. These outcomes should align with the objectives that were previously defined.
- viii. **Proposed Date and Venue** - Specify the expected start date of the project and indicate the venue where the project activities will occur. Emphasize that the project is intended to be executed within Malaysia only, aligning with the project's scope and objectives. If there are any projects abroad, they must obtain approval from the Dean.
- ix. **Programme Execution Plan/Tentative Procedures** - Provides a detailed plan or outline of the project's execution. It may include a step-by-step breakdown of activities, timelines, responsibilities, and any specific procedures that must be followed (refer to the template attached in Appendix 2).
- x. **Potential Collaborators/Stakeholders** - Lists the names and details of individuals, organisations, and companies collaborating on the project and briefly explains their roles and contributions. This section highlights the network of support and collaboration, strengthening the project's overall feasibility.
- xi. **Budget Estimation (Statement of Income & Expenses)** - Uses the standard template provided by the GSB Finance Unit (refer to the template attached in Appendix 2) to outline the budget for the project. It should include both income and expenses. Clearly states the financial requirements and how funds will be allocated to different aspects of the project.
- xii. **Risk Assessment** - Identify, analyse, and prioritise potential risks or uncertainties that may impact the successful outcome of the project. Provide mitigation strategies for each identified risk. This section demonstrates a proactive approach to addressing potential challenges.
- xiii. **Project Management Committee** - Provides a table with the names, student IDs, NRIC numbers, and mobile phone numbers of the members of the Project Management Committee and clearly defines their roles and responsibilities within the project.
- xiv. **Signature** - Includes a final sheet in the proposal for the signatures of the Project Supervisor and Project Leader to indicate their approval and endorsement of the project proposal.
- xv. **Appendix** – Refers to any additional documents, charts, graphs, or supporting materials relevant to the proposal. It can include surveys, maps, detailed project plans, or any other supplementary information.



GROUP FORMATION

- i. Each group should ideally consist of eight (8) to ten (10) members. Adjustments to the group size are at the discretion of the faculty. If the minimum number of members in a group falls below eight (8), approval from the faculty is required.
- ii. Every formed group needs to submit details, including a list of members, matric numbers, phone numbers, and emails, to vivekraj@ukm.edu.my and hazimah@ukm.edu.my TWO (2) MONTHS before the second semester (full-time) and the third semester (part-time).
- iii. Each team member must take on a role in the MBA Project Committee, at least as a Project Leader, Secretary, Treasurer, or Committee Member (refer to the template attached in Appendix 2).
- iv. All student projects must be registered through the iSTAR System (<http://iSTAR.ukm.my>) under the Centre for Student Affairs (HEP UKM). If you encounter any issues with registration, please contact

iSTAR Secretariat:
 Puan Wan Mazlina Binti Wan Mashhor
wanina@ukm.edu.my 03 - 8921 4671/4686

Encik Azizi Ab Rahman
azbar@ukm.edu.my
 03 - 8921 4534



SUBMISSION OF PROJECT PROPOSAL & LETTER OF APPROVAL

- i. Proposals must be submitted to the UKM-GSB Administrative Office for approval by the Deputy Dean (Academic) via the following email addresses: vivekraj@ukm.edu.my and hazimah@ukm.edu.my.
- ii. Proposals must be submitted TWO (2) MONTHS before the commencement of the new semester.
- iii. Upon receiving approval from UKM-GSB, each group must apply for approval via iSTAR.
- iv. Each MBA Project group is permitted to commence work on each activity only after receiving official approval from iSTAR (refer to the chart attached in Appendix 1).
- v. All correspondence related to the MBA Project must bear the signature of the Project Supervisor.
- vi. Reviewing and seeking advice from the Project Supervisor for all correspondence, including sponsorship requests, invitation letters, and communications with other agencies, is mandatory.
- vii. In exceptional circumstances, the Project Supervisor may advise students to prepare correspondence letters bearing the signature of the Dean.
- viii. Please use the latest letterhead provided by the UKM-GSB administration for all correspondence related to the MBA Project. You may refer to UKM.GSB.700-2/2/1 for any project-related communications.
- ix. During project activities, seek advice and refer to the Project Supervisor or Assistant Registrar UKM-GSB for guidance on project management and financial rules.
- x. Schedule appointments with the Project Supervisor to discuss the date and venue of project activities, ensuring the Project Supervisor's presence during planned project ceremonies.

FINANCIAL MANAGEMENT

- i. Students are allowed to apply for sponsorship for the MBA Project. The sponsorship letter must be reviewed by the Project Supervisor before submission to the Dean's Office for approval. Ultimately, it should be signed by the Deputy Dean (Academic) at UKM-GSB.
- ii. The group leader of each project is required to fill out the 'Declaration Letter' for money laundering, terrorism, and unlawful activities (refer to the template attached in Appendix 3).
- iii. All sponsorships requiring tax exemption must be channelled through the UKM-GSB account:

NAME : UNIVERSITI KEBANGSAAN MALAYSIA
BANK : CIMB BANK
ACCOUNT NUMBER : 8002240869
SWIFT CODE : CIBBMYKL
BANK ADDRESS : CIMB BANK BERHAD CAWANGAN UNIKEB
Lot 1.04 & 1.05, Level 1, Wisma UNIKEB, UKM,
43600 UKM Bangi, Selangor Darul Ehsan

- iv. If a tax exemption-stamped receipt is required, the minimum contribution should be RM50. Please provide the following details for the tax exemption receipt.
 - a. Full Name
 - b. NRIC Number or Company Registration Number
 - c. Full Address
- v. Any funds that remain unclaimed for more than one year will be forfeited and transferred to the official account of UKM-GSB.
- vi. Students can use the Personal Advance Form to access project sponsorships for approved retail expenses. This self-advance is specifically for retail-related costs. For expenses that require an official order, please follow UKM Procurement Rules. Before any financial transactions, discuss procedures with the Finance Officer at UKM-GSB.
- vii. For finance-related inquiries, students can contact the Finance Unit at 03 - 8921 5579/5175 or email at gsb.finance@ukm.edu.my.
- viii. Any items purchased with the official UKM logo must be obtained through the registered UKM vendors.
- ix. Any expenses related to UKM facilities must follow the established procedure, and the associated charges will be the student's responsibility.



FINANCIAL REPORT FOR THE PURPOSE OF ADVANCE TAKEN



For the advance process, financial reports must be submitted within TWO (2) WEEKS after the project ends. The remaining balance of the advance taken must be returned to UKM-GSB through the provided UKM-GSB account number. Bank transactions related to the return of this balance need to be attached.

The financial report must include original receipts of expenses and approval by the Project Supervisor. This report should be submitted to the Head of Administration at UKM-GSB for review and closure of the student's personal advance account.

ASSESSMENT OF MBA PROJECT

- i. The MBA Project assessment must align with the learning objectives of the MBA programme. The evaluation comprises marks by the project supervisor, team members (peers), and panel assessors during the final presentation (symposium). The assessment rubrics are specified in Appendix 4.
- ii. All assessment rubrics will be aligned with the program learning objectives. The assessment criteria include unique project structure, impressive achievements, efficiency, financial feasibility, professional format, sponsorship capability, reputable collaborations, media coverage, and insightful conclusions. Project activities will be evaluated at each stage of the MBA Projects (proposal, execution of project, final report, and final presentation @ symposium).
- iii. The details of all assessment components for the MBA Project are outlined in Appendix 4.
- iv. Project Supervisors must finalise all assessments for MBA Projects according to the deadline set by the Academic & Graduation Department.



INQUIRIES & ADVICE

For any questions regarding project selection and proposal preparation, students can contact the Head of the Coursework Programme at 03-89214960 or via email at tda.gsb@ukm.edu.my. Alternatively, students can reach out to the Project Supervisor appointed for the project.

Any inquiries related to project management rules, correspondence protocols, and financial regulations in force at the university should be directed to Mr. Vivek Raj, Assistant Registrar (vivekraj@ukm.edu.my/03-89214960), or Puan Jumriah Nunurung, Head of Administration UKM-GSB (kppgsb@ukm.edu.my/03-89214485).

APPLICATION PROCESS FOR SPONSORSHIP OR CONTRIBUTION

- i. Obtain iSTAR approval.
- ii. Apply for UKM-GSB financial approval by submitting the following documents:
 - a. iSTAR approval letter.
 - b. Donation/Contribution collection application form.
 - c. Tax exemption application form (UKM-SPKPPP-PT(P)06-HEP-AK01-BR01) (refer to Appendix 6).
 - d. UKM-SPKPPP-PT(P)06-HEP-AK01-L01 (refer to Appendix 7).
 - e. Send an email to the UKM-GSB Finance Unit at gsb.finance@ukm.edu.my.
- iii. Each group/student can seek sponsorship/contribution after obtaining approval from the UKM-GSB Finance Unit.



CORRESPONDENCE PROCESS

- i. Each group should prepare a draft letter to be reviewed in advance by the Project Supervisor.
- ii. Ensure that the draft letter is prepared:
 - a. Use the recent letterhead (as attached).
 - b. Include the letter reference number (UKM.GSB.700-2/2/1).
 - c. Place the group name in **BOLD**.
 - d. Clearly state the name/representative of the group for contact purposes.
- iii. For letters requiring the signature of the Dean/Vice Chancellor, provide the letter in softcopy to the MBA Project Secretariat.
- iv. A copy of the signed letter will be emailed to the group, while the original letter can be collected from the UKM-GSB office.



PROJECT PRESENTATION

- i. The final presentation will take place during “The Business Sustainability Symposium.”
- ii. The date of the presentation will be confirmed during the semester.
- iii. MBA Project presentations will be held face-to-face (subject to change).
- iv. Each presentation session should not exceed 15 minutes.
- v. Submit a hard copy of the report ONE (1) WEEK before the presentation.
- vi. During registration on the presentation day, please send your presentation slides to the MBA Project Symposium Secretariat for panel review. You should provide THREE (3) copies of the most up-to-date presentation slides.
- vii. During the presentation session, students must adhere to the current UKM student dress code.
- viii. Please refer to Appendix 4 for the presentation marking scheme.





PROJECT PRESENTATION





PROJECT PRESENTATION



SUBMISSION OF PROJECT OVERVIEW

Each group should send the following details to the MBA Project Secretariat for program book purposes (Microsoft Word version) one week before the final presentation @symposium. The details are as follows:

- a. Group photo (in JPEG format - size 10 MB and above)
- b. Name of the group
- c. Project title
- d. Project objectives
- e. Project leader and team members (with matric numbers)
- f. Project location
- g. List of sponsorships
- h. List of VVIPs who attended the event/program
- i. Name of Project Supervisor (with contact details)
- j. NGO involvement (if any) (with contact details)
- k. Social media links used.

Refer to template appendix 5







FINAL REPORT

- i. The final report of the MBA Project must adhere to the format agreed upon with the Project Supervisor and should be submitted to the Project Supervisor by the deadline set by UKM-GSB. Please use the Table Template provided in Appendix 8.
- ii. The final report, presented in hardcover, must encompass the following components:
 - a. Introduction or Executive Summary, including a clear problem statement.
 - b. Acknowledgement to collaborators and beneficiaries.
 - c. Objectives and scope of the MBA Project, outlining target beneficiaries and justification.
 - d. Members' profiles and organisation chart.
 - e. Activity Report, structured according to the project execution plan and timeline.
 - f. Sustainable Development Goals (SDGs) Compliance Report.
 - g. Financial Management (Actual Statement of Income and Expenditure).
 - h. SWOT Analysis, specifying all risk assessments and controls.
 - i. Significant contributions of the MBA Project.
 - j. Future recommendations for the sustainability of the project.
 - k. Conclusion, addressing the limitations and achievements of the MBA Project objectives.
- iii. Ensure the final report is sent to the MBA Project Secretariat ONE (1) WEEK before the final presentation @ symposium. The exact deadline will be confirmed during the project briefing for each semester. Students must ensure their respective Project Supervisors approve the final report before submission.
- iv. The assessment of the final report is the responsibility of an independent assessor selected by the MBA Project Secretariat. Project Supervisors must finalise the marks for each group and submit them to the MBA Project Secretariat according to the final grading deadline for each semester.

MBA PROJECT APPLICATION FLOW CHART



 <p>UNIVERSITI KEBANGSAAN MALAYSIA <i>The National University of Malaysia</i></p>	<p>ZCMF6514 MBA PROJECT</p>	 <p>UKM GSB Graduate School of Business</p>
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SECTION A		PROJECT INFORMATION		
Group Name				
Project Title				
Project Supervisor				
Project Director				
SECTION B		BASIC PROJECT INFORMATION		
Executive Summary (Not more than 300 words)				
Problem Statement				
Purpose				
Project Objectives	i)			
	ii)			
	iii)			
Please Tick (/) Where Necessary				
Sustainable Development Goals (SDGs)	<input type="checkbox"/>	SDG 1: No Poverty	<input type="checkbox"/>	SDG 2: Zero Hunger
	<input type="checkbox"/>	SDG 3: Good Health and Well-Being	<input type="checkbox"/>	SDG 4: Quality Education
	<input type="checkbox"/>	SDG 5: Gender Equality	<input type="checkbox"/>	SDG 6: Clean Water and Sanitation
	<input type="checkbox"/>	SDG 7: Affordable and Clean Energy	<input type="checkbox"/>	SDG 8: Decent Work and Economic Growth
	<input type="checkbox"/>	SDG 9: Industry, Innovation, and Infrastructure	<input type="checkbox"/>	SDG 10: Reduce Inequalities
	<input type="checkbox"/>	SDG 11: Sustainable Cities and Communities	<input type="checkbox"/>	SDG 12: Responsible Consumption and Production
	<input type="checkbox"/>	SDG 13: Climate Action	<input type="checkbox"/>	SDG 14: Life Below Water
	<input type="checkbox"/>	SDG 15: Life on Land	<input type="checkbox"/>	SDG 16: Peace, Justice, and Strong Institutions
	<input type="checkbox"/>	SDG 17: Partnerships for the Goals		
Expected Outcome				
Proposed Date and Venue				
SECTION C		PROJECT EXECUTION PLAN/TENTATIVE		
Milestone (Please Enter At Least Five (5) Milestones)	i)			
	ii)			
	iii)			
	iv)			
	v)			
SECTION D		PROGRAMME OFFICIANT		
Name				
Organisation				
Mobile Number				
Email Address				

SECTION E POTENTIAL COLLABORATORS

Name	
Organisation	
Mobile Number	
Email Address	
Name	
Organisation	
Mobile Number	
Email Address	

SECTION F BUDGET ESTIMATION (INCOME AND EXPENSES) BASED ON ISTAR

Income	Categories	Details of Financiers	Amount (RM)	Total (RM)
	Own Income			
	College			
	HEP-UKM			
	Faculty/Institute/ Centre			
	Zakat			
	External Sponsor/ Endowment			
	Research			
	PMUKM			
	Others	(Please Specify)		
			Total (RM)	
Expenditure	Categories	Details of Financiers	Amount (RM)	Total (RM)
	Food			
	Transportation			
	Souvenirs			
	Technical			
	Publicity			
	Public Relations			
	Protocol			
	Administration			
	Others	(Please Specify)		
			Total (RM)	

SECTION G RISK ASSESSMENT

Risk Assessment	Risk	Low	Medium	High	Risk Assessment Notes (State the factors that can cause delays or hinder the project implementation)
	Technical				
	Time				
	Budget				

SECTION H PROJECT MANAGEMENT COMMITTEE MEMBERS

Project Management Committee Members	Name	Matric Number	Phone Number	Email Address	Designation
					Leader
					Co-Director
					Secretary
					Treasurer
					Member
					Member
					Member
					Member
					Member
					Member

SECTION I SIGNATURE OF THE PROJECT LEADER

	Project Leader Signature
	Date:

SECTION J SIGNATURE OF THE PROJECT SUPERVISOR

	Signature and Stamp
	Date:



UNIVERSITI KEBANGSAAN MALAYSIA
The National University of Malaysia

PUSAT PENGAJIAN SISWAZAH PERNIAGAAN • GRADUATE SCHOOL OF BUSINESS

DECLARATION LETTER FOR MBA GROUP PROJECT

We, the group members of (Group Name) that will organise the MBA's project activities of..... (Name of activities) are with indeed, and declare to UKM-GSB that:

- i. We are not involved in any practice or relationship with any party directly or indirectly involved in money laundering, terrorism, and unlawful activities.
- ii. We will not collude with any party to affect our transparency in this matter.
- iii. Suppose there is any attempt at money laundering, terrorism, and unlawful activities from any party related to this group. In that case, I will make a complaint immediately to the Deputy Dean (Academic), UKM-GSB.
- iv. We are aware that my failure to do so is an offence under the Prevention of Money Laundering and the Prevention of the Financing of Terrorism and Proceeds from Illegal Activities Act 2001 [Act 613].
- v. We fully understand that if we breach any of the terms in this declaration letter, we may be subject to action under the Statutory Bodies (Discipline and Surcharge) Act 2000 [Act 605].

Signature (Group Leader) :
Name :
Matric Number :
Group Name :
Date :

For Office Use Only - Dean / Deputy Dean (Academic)

Authorised by:
Name:
Designation:
Date:

UKM-Graduate School of Business
Universiti Kebangsaan Malaysia, 43600 UKM Bangi, Selangor Darul Ehsan, Malaysia
Tel.: +603 - 8921 5175/5579 Faks: +603 - 8921 3161 E-mel: finance@ukm.edu.my
Web: <http://gsb.ukm.my>

ILMU, MUTU DAN BUDI

www.ukm.my

CRITERIA	WEIGHT	DESCRIPTION
Project Supervisor (60%)		
Project Proposal	30%	<p>The Project Supervisor evaluates the project proposal, contributing 20% to the total marks.</p> <p>The proposal must adhere to the guidelines and be in formal writing with correct grammatical English.</p>
Project Supervisor Assessment	10%	<p>Project Supervisor assessment reflects the significant contribution of each group member to the project's success.</p> <p>Assessment criteria include quality manners, cooperation, attitude, and individual contributions.</p>
MBA Project Final Report	20%	<p>An independent assessor evaluates the MBA Project final report.</p> <p>Assessment criteria include unique structure, achievements, efficiency, financial feasibility, professional format, sponsorship capability, collaborations, media coverage, and insightful conclusion.</p>
Peer (10%)		
Peer Assessment	10%	<p>Peer assessment, marking other group members, reflects their contributions to the project's success.</p> <p>Assessment criteria include quality manners, cooperation, attitude, and individual contributions.</p>
Panel Assessors (30%)		
MBA Final Project Presentation@ Sustainability Symposium	30%	<p>The final presentation, organised via symposium, is assessed by panel assessors selected by the MBA Project Secretariat.</p> <p>Assessment criteria include identifying the problem statement and objectives, presenting project financial management, feedback from the target audience, media coverage, and a well-presented project conclusion.</p>

PROPOSAL ASSESSMENT (30%)

GROUP NAME	
PROJECT LEADER	
PROJECT TITLE	
PROJECT SUPERVISOR	

ASSESSMENT CRITERIA:

Criteria	Marks Allocated	RUBRICS					Weighted Marks Obtained
		Extremely Poor (1-2)	Poor (3-4)	Moderate (5-6)	Good (7-8)	Excellent (9-10)	
The project proposal is clearly written and easily comprehensible.	10 marks						
The project proposal covers all critical aspects of effective project management.	10 marks						
The project proposal displays a creative approach by incorporating elements of design thinking.	10 marks						
The project proposal introduces inventive components by demonstrating innovation.	10 marks						
The project proposal establishes clear goals with well-defined objectives.	10 marks						
The project proposal outlines realistic boundaries featuring a manageable scope.	10 marks						
The project proposal sets a commendable timeframe for project execution.	10 marks						
The project proposal demonstrates financial feasibility (acceptable budget).	10 marks						
The project proposal showcases its strategic significance by highlighting potential impacts (sponsorship, collaboration, and media coverage).	10 marks						
The project has the potential for future expansion into a larger scope.	10 marks						
OVERALL ASSESSMENT (100 MARKS) – 30%							

VALIDATION SECTION:

Project Supervisor Signature	
Date	

PROJECT SUPERVISOR ASSESSMENT (10%)

GROUP NAME	
PROJECT TITLE	
PROJECT SUPERVISOR	

Write the name of each of your students in the given row. For each student, indicate the extent to which you agree with the statement below, using a scale of 1-10. Write the numbers in the final column.

1	2	3	4	5	6	7	8	9	10
EXTREMELY POOR		POOR		MODERATE		GOOD		EXCELLENT	

How likely is it that your students meet the below criteria?

PLO 1 Demonstrate <u>leadership</u> qualities and <u>teamwork</u>		
ASSESSMENT TOOLS	Project Supervisor Assessment	
RUBRICS	GENERAL CRITERIA	MARKS
EXTREMELY POOR	<ul style="list-style-type: none"> ● Contributes meaningfully to group discussions ● Prepares work in a quality manner ● Demonstrates a cooperative and supportive attitude ● Contributes significantly to the success of the project 	1 – 2
POOR		3 – 4
MODERATE		5 – 6
GOOD		7 – 8
EXCELLENT		9 – 10

NO.	NAME	MATRIC NO.	MARKS (1-10)
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			

VALIDATION SECTION:

Project Supervisor Signature	
Date	

PEER ASSESSMENT 10%

GROUP NAME	
PROJECT TITLE	
PROJECT SUPERVISOR	

Write the name of each of your group members in each row. For each group member, indicate the extent to which you agree with the statement below, using a scale of 1-10. Write the numbers in the final column.

1	2	3	4	5	6	7	8	9	10
EXTREMELY POOR		POOR		MODERATE		GOOD		EXCELLENT	

How likely is it that your group members meet the below criteria?

PLO 1 Demonstrate <u>leadership</u> qualities and <u>teamwork</u>		
ASSESSMENT TOOLS	Peer Assessment	
RUBRICS	GENERAL CRITERIA	MARKS
EXTREMELY POOR	<ul style="list-style-type: none"> ● Contributes meaningfully to group discussions ● Prepares work in a quality manner ● Demonstrates a cooperative and supportive attitude ● Contributes significantly to the success of the project 	1 – 2
POOR		3 – 4
MODERATE		5 – 6
GOOD		7 – 8
EXCELLENT		9 – 10

NO.	NAME	MATRIC NO.	MARKS (1-10)
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			

**To be evaluated by every student in the group*

ZCMF6514 FINAL REPORT ASSESSMENT (30%)

GROUP NAME	
PROJECT LEADER	
PROJECT TITLE	
PROJECT SUPERVISOR	

ASSESSMENT CRITERIA:

Criteria	Marks Allocated	RUBICS					Weighted Marks Obtained
		EXTREMELY POOR (1-2)	POOR (3-4)	MODERATE (5-6)	GOOD (7-8)	EXCELLENT (9-10)	
The project stands out for its unique structure and distinctive forms.	10 marks						
The project has successfully met all its goals, showcasing impressive achievements.	10 marks						
The project has a comprehensive scope covering all necessary aspects.	10 marks						
The project executed events on time, displaying punctuality and efficiency.	10 marks						
The project strictly adheres to the planned budget, demonstrating financial responsibility.	10 marks						
The project's format and presentation are professional and easily understandable.	10 marks						
The project's ability to attract sponsorship reflects its appeal to potential supporters.	10 marks						
The project's collaborations with reputable partners enhance its credibility and network.	10 marks						
The project's media coverage attests to its relevance and broad appeal.	10 marks						
The project conclusion is clear, addressing key learnings and limitations and providing valuable insights.	10 marks						
OVERALL ASSESSMENT (100 MARKS) – 30%							

VALIDATION SECTION:

Project Supervisor Signature	
Date	

MBA PROJECT FINAL PRESENTATION @ SYMPOSIUM (30%)

GROUP NAME	
PROJECT TITLE	

For each group, indicate the extent to which you agree with the following statements, using a scale of 1-5 (1: Extremely Poor, 2: Poor, 3: Moderate, 4: Good, and 5: Excellent).

Section 1: General Assessment

Component	RUBRICS					MARKS OBTAINED
	EXTREMELY POOR(1)	POOR (2)	MODERATE(3)	GOOD(4)	EXCELLENT(5)	
Problem Statement	Unclear or irrelevant problem statement.	Vague or incomplete problem statement.	Clear problem statement but lacks depth.	Clearly defined problem statement with some depth and relevance.	Concise, well-defined, and highly relevant problem statement.	
Project Objectives	Objectives are missing or entirely unrelated.	Objectives are unclear or poorly formulated.	Objectives are presented but lack specificity.	Specific, achievable, and aligned with the problem statement.	Clearly defined, measurable, and directly linked to the problem statement.	
Project Operations	Lack of any operational plan.	Incomplete or unrealistic operational plan.	Adequate operational plan, but with some gaps or impractical elements.	Well-thought-out and feasible operational plan.	Comprehensive, realistic, and efficient operational plan.	
Financial Strategy	No financial strategy provided.	Incomplete or unrealistic financial strategy.	Financial strategy with some weaknesses.	Clear and reasonable financial strategy.	Thorough, well-structured, and realistic financial strategy.	
Societal Responses	No consideration of societal impact.	Limited or superficial discussion of societal responses.	Some consideration of societal impact, but incomplete.	Adequate consideration of societal responses.	Comprehensive, insightful analysis of societal impacts and responses.	
Ubiquity	No discussion of the project's relevance or applicability.	Limited or irrelevant discussion on ubiquity.	Basic acknowledgement of ubiquity but lacks depth.	Clear recognition of the project's relevance and potential reach.	In-depth analysis and understanding of the project's ubiquity.	
Conclusion	No conclusion or irrelevant conclusion.	Weak or unclear summary of critical points.	Summarises main points but lacks depth or insight.	Clearly summarises critical aspects and findings.	Comprehensive, insightful, and well-constructed conclusion.	
Sustainability	No consideration of sustainability.	Limited or superficial discussion of sustainability.	Some considerations of sustainability, but incomplete.	Adequate considerations of environmental, economic, and social sustainability.	Comprehensive and well-elaborated sustainability plan with clear considerations.	
Project Impact	No consideration of project impact or unclear impact assessment.	Limited or superficial discussion of project impact.	Some considerations of impact, but lacks depth or comprehensive assessment.	Adequate considerations of short-term and potential long-term impact.	Comprehensive, insightful, and well-elaborated project impact assessment, including immediate and long-term effects.	
Project Efficiency	No consideration of efficiency or ineffective utilisation of resources.	Limited or superficial discussion of efficiency, with noticeable inefficiencies.	Some considerations of efficiency, but with notable areas for improvement.	Adequate considerations of efficiency, with efforts to optimise resource utilisation.	Comprehensive, insightful, and well-executed efficiency plan, demonstrating optimal use of resources and processes.	
TOTAL						/60

Section 2: Specific Assessment on Programme Learning Objectives (PLO)

Component	RUBRICS					MARKS OBTAINED
	EXTREMELY POOR(1)	POOR (2)	MODERATE(3)	GOOD(4)	EXCELLENT(5)	
PLO 1: Leadership and Teamwork	Demonstrates a lack of leadership or teamwork skills, causing discord within the team.	Leadership or teamwork skills are present but require improvement; team dynamics are suboptimal.	Adequate leadership or teamwork skills, with room for improvement in team collaboration.	Demonstrates effective leadership and teamwork, contributing positively to team dynamics.	Exceptional leadership and teamwork skills, fostering a collaborative and productive team environment.	
PLO2: Effective Communication	Poor communication skills, hindering understanding and collaboration.	Limited or unclear communication, resulting in misunderstandings.	Adequate communication skills, but improvements are needed for clarity and effectiveness.	Clear and effective communication, facilitating understanding and collaboration.	Exceptional communication skills, fostering a positive and efficient exchange of information.	
PLO3: Master Contemporary Knowledge	Lacks understanding of contemporary knowledge relevant to the project.	Limited awareness of current trends and developments in the relevant field.	Adequate knowledge of contemporary issues but requires further depth.	Demonstrates a solid understanding of current trends and developments.	Mastery of contemporary knowledge, integrating the latest insights into the project effectively.	
PLO4: Effective, Creative, and Innovative Business Decisions	Ineffective decision-making, lacking creativity and innovation.	Limited creativity and innovation in business decisions; decisions are not effective.	Some creativity and innovation in decision-making but with room for improvement.	Effective, creative, and innovative business decisions that positively impact the project.	Exceptional creativity and innovation in decision-making, leading to highly effective business outcomes.	
PLO5: Conduct Business Research Independently	Unable to conduct independent business research or lacks understanding of the research process.	Limited ability to conduct independent business research; struggles with research methodologies.	Can conduct business research independently but with some gaps in methodology or analysis.	Demonstrates strong independent business research skills, employing sound methodologies and analysis.	Exceptional ability to conduct comprehensive and insightful business research independently.	
PLO6: Local and Global Business Environment Awareness	Lacks awareness of both local and global business environments.	Limited awareness of local and global business dynamics.	Adequate awareness of either local or global business environments.	Solid awareness of both local and global business environments.	Exceptional awareness of the complexities of both local and global business contexts.	
PLO7: Behave Ethically	Demonstrates unethical behaviour, violating professional and moral standards.	Limited adherence to ethical standards; occasional lapses in ethical behaviour.	Generally behaves ethically but may struggle with complex ethical decisions.	Consistently behaves ethically, considering the impact of decisions on stakeholders.	Demonstrates unwavering commitment to ethical behaviour, even in challenging situations.	
PLO8: Lifelong Learning	Resistant to learning and personal development; unwilling to adapt.	Limited adherence to ethical standards; occasional lapses in ethical behaviour.	Open to learning but may be hesitant to embrace new concepts or technologies.	Actively pursues continuous learning, adapting to new information and ideas.	Exhibits a strong commitment to lifelong learning, consistently seeking to expand knowledge and skills.	
					TOTAL	/40

**PROJECT OVERVIEW TEMPLATE**


1) GROUP PHOTO (IN JPEG FORMAT - SIZE 10MB AND ABOVE)
2) GROUP NAME
3) PROJECT TITLE
4) PROJECT SUPERVISOR

5) PROJECT OBJECTIVES
i.
ii.
iii.
iv.
v.
6) PROJECT LEADER (NAME & MATRIC NUMBER)
i.
7) GROUP MEMBER (NAME & MATRIC NUMBER)
ii.
iii.
iv.
v.
vi.
vii.
viii.
ix.
x.

8) PROJECT LOCATION
9) LIST OF VVIP
i.
ii.
iii.
iv.
v.
10) LIST OF SPONSORSHIPS
i.
ii.
iii.
iv.
v.
11) LIST OF NON-GOVERNMENTAL ORGANISATION (NGO)
i.
ii.
iii.
iv.
v.
SOCIAL MEDIA PLATFORM
i.
ii.
iii.

PREPARED BY :
DATE :

This form must be emailed to vivekraj@ukm.edu.my / m_fadzil@ukm.edu.my / hazimah@ukm.edu.my

 UNIVERSITI KEBANGSAAN MALAYSIA <i>The National University of Malaysia</i>	UKM-SPKPPP-PT(P)06-HEP-AK01-BR01	No. Semakan: 00	Tarikh Kkuatkuasa: 01/01/2023
	BORANG PERMOHONAN MEMUNGUT DERMA / SUMBANGAN		

No. Kelulusan : **DN / LN** _____**1. MAKLUMAT PEMOHON**

a) Nama Pemohon : _____

b) No. Matrik : _____ No. Telefon : _____

c) Jawatan : Ketua Pengarah Projek Setiausaha Projek
 Timbalan Ketua Projek Bendahari Projek

- d) Bersama-sama ini saya sertakan satu salinan:
- Surat Kelulusan (cetakan iSTAR)
 - Kertas Kerja (cetakan iSTAR)
 - Pelan Pengumpulan Dana (Lampiran 2)

Untuk kegunaan pejabat:

-
- Surat Kelulusan
-
-
- Kertas Kerja
-
-
- Pelan Pengumpulan Dana

2. MAKLUMAT PROGRAM

a) Nama Program : _____

b) Anjuran : _____

c) Tujuan Memungut Derma/ Sumbangan : _____

d) Cadangan Tempoh Memungut Derma / Sumbangan : _____

e) Tempat Kutipan : [] Luar Kampus [] Dalam Kampus
(Tanda [✓] dalam ruang yang disediakan dan nyatakan nama tempat)

***Saya mengaku bahawa saya telah memahami dan akan mematuhi semua syarat-syarat di Lampiran 1 dan saya juga akan menjaga nama baik Universiti Kebangsaan Malaysia sepanjang tempoh memungut derma / sumbangan dilaksanakan.**

Nama : _____ Tandatangan : _____

ULASAN PENASIHAT PERSATUAN / PROGRAM	
<hr/> <hr/> <hr/>	
Tandatangan & Cop Rasmi	Tarikh

**SYARAT-SYARAT
MEMUNGUT DERMA DI DALAM DAN DI LUAR KAMPUS**

- 1) Aktiviti memungut derma/ kutipan wang di luar kampus oleh pelajar/ persatuan/ pertubuhan pelajar Universiti Awam boleh dijalankan seperti peruntukan di bawah Seksyen 15A - Akta Universiti dan Kolej Universiti 1971 (Pindaan 1 Mei 2019).
- 2) Kelulusan memungut derma dalam bentuk wang tunai atau sumbangan berbentuk bukan tunai (inkind) dan tajaan kemudahan di dalam atau di luar kampus hanya diberikan kepada pelajar atau pertubuhan, badan atau kumpulan pelajar yang telah mendapat kelulusan daripada Pusat Hal Ehwal Pelajar (HEP- UKM) untuk menjalankan aktiviti/program sama ada di dalam ataupun di luar kampus UKM.
- 3) Kaedah pembayaran kutipan derma dalam bentuk **TUNAI** boleh melalui:
 - a. Kaunter Jabatan Bendahari UKM (kad kredit/kad debit/wang pos/cek).
 - b. Semua sumbangan berbentuk cek hendaklah di atas nama **UNIVERSITI KEBANGSAAN MALAYSIA** dan **nama program dicatatkan di belakang cek.**
 - c. Sumbangan yang dibuat melalui *Electronic Fund Transfer (EFT)* perlulah dimasukkan ke akaun CIMB atas nama UNIVERSITI KEBANGSAAN MALAYSIA dan dikemukakan maklumat transaksi.
- 4) Penerimaan sumbangan **berbentuk BUKAN TUNAI (INKIND) dan TAJAAN KEMUDAHAN**, perlu direkodkan atau dilaporkan dalam **Laporan Aktiviti** selepas program tamat.
- 5) Pelajar hendaklah **PATUH** kepada tempoh yang ditetapkan untuk memungut derma iaitu **SEBELUM PROGRAM BERLANGSUNG**. Kelulusan ini akan terbatal satu hari selepas tarikh program berlangsung.
- 6) Pelajar adalah **DIINGATKAN DAN DILARANG** untuk membuat kutipan derma atau tajaan bagi tujuan aktiviti yang akan dilaksanakan dan tidak boleh melibatkan sama ada secara langsung ataupun tidak langsung:
 - a. Nama YB. Menteri Pendidikan Tinggi.
 - b. **Mana-mana kementerian** dan **SECARA PERIBADI** daripada mana-mana Menteri, Timbalan Menteri, Setiausaha Parlimen serta Wakil-Wakil Rakyat.
 - c. **Mana-mana Pegawai Pengurusan Tertinggi Universiti** (Ahli Lembaga Pengarah Universiti, Ahli Mesyuarat Pengurusan Universiti dan ahli Mesyuarat Ketua Bahagian) atau nama pegawai yang meluluskan.
 - d. Pelajar dilarang mengutip derma **dari bilik ke bilik pensyarah** atau **bilik pelajar** atau **bilik kuliah**.
 - e. Dilarang mengutip derma **secara tunai di tempat awam** atau **kawasan perumahan**.
 - f. **DILARANG HASIL KUTIPAN DERMA DIKREDITKAN KE DALAM AKAUN PERIBADI PELAJAR.**
- 7) Permohonan ini perlu dihantar kepada HEP-UKM selewat-lewatnya **dua (2) minggu dari tarikh mula program**.


Catatan: Sekiranya pelajar ingin memohon pengecualian cukai (penerimaan sumbangan dalam bentuk TUNAI sahaja), sila hantar borang ini bersama Format Permohonan Surat Pengecualian Cukai (UKM-SPKPPP-PT(P)06- HEP-AK01-L01) ke HEP-UKM. Kelulusan pengecualian cukai tersebut adalah tertakluk kepada sokongan Jabatan Bendahari UKM dan kelulusan Lembaga Hasil Dalam Negeri (LHDN).

PELAN PENGUMPULAN DANA

Contoh :

1. Membuka gerai jualan di kolej.
2. Membuat pitching di syarikat terpilih seperti

*** Digalakkan permohonan sumbangan kepada penyumbang/penderma/penaja dibuat melalui kaedah rasmi seperti menghantar surat dan e-mel rasmi persatuan/kelab pelajar atau mengadakan sesi pembentangan kepada penyumbang yang telah dikenalpasti.**

 UNIVERSITI KEBANGSAAN MALAYSIA <i>The National University of Malaysia</i>	UKM-SPKPPP-PT(P)06-HEP-AK01-L01	Tarikh Kkuatkuasa: 01/01/2023
	FORMAT PERMOHONAN SURAT PENGECCUALIAN CUKAI	

Pengarah
Pusat Hal Ehwal Pelajar Universiti
Kebangsaan Malaysia

Tuan,

PERMOHONAN SURAT PENGECCUALIAN CUKAI

Dengan segala hormatnya izinkan saya merujuk perkara di atas.

2. Sukacita sekiranya pihak tuan dapat mengemukakan surat sokongan pengecualian cukai ke Jabatan Bendahari dengan tujuan mendapatkan penajaan. Maklumat program adalah seperti berikut:

Nama Program : _____

Tarikh : _____

Tempat : _____

Anjuran : _____

No. Kelulusan Program : **DN / LN** _____

3. Bersama-sama ini saya sertakan satu salinan:

- i. surat kelulusan (cetakan dari iSTAR)
- ii. kertas kerja (cetakan dari iSTAR)

Sekian, terima kasih.

Yang benar,

(Tandatangan)

Nama : _____

No. Matrik : _____

No. Telefon : _____

Tarikh : _____

Catatan: Permohonan Pengecualian Cukai ini perlu dihantar bersama Borang Permohonan Memungut Derma /Sumbangan (UKM-SPKPPP-PT(P)06-HEP-AK01-BR01) yang lengkap diisi kepada HEP-UKM.

**SYARAT-SYARAT PERMOHONAN
PENGECCUALIAN CUKAI**

- i) Mulai Tahun Taksiran 2001, mana–mana institusi yang diluluskan di bawah subseksyen 44 (6)ACP 1967 akan juga mendapat pengecualian pendapatan kecuali pendapatan dividen di bawah peruntukan perenggan 13 Jadual 6 ACP 1967.
- ii) Semua permohonan pengecualian cukai mestilah menurut Seksyen 44 (6) Akta Cukai Pendapatan 1967 – No Rujukan LHDN.01/35/42/51/179 dengan memenuhi Fungsi Amanahberikut :
 - Amanah untuk meringankan kemiskinan
 - Amanah untuk kemajuan pendidikan
 - Amanah untuk kemajuan keagamaan
 - Manfaat kepada masyarakat

Saya mengaku bahawa saya telah memahami dan akan mematuhi semua syarat-syarat di atas.

Nama : _____ Tandatangan : _____

Final Report Criteria

Acknowledgments

Declaration

Abstract

1.0 Introduction

1.1 Executive Summary

1.2 Problem statement

1.3 Project Objectives and Scope

2.0 Project Scope

2.1 Project Overview

2.2 SWOT analysis

2.3 Location

2.4 Project Date and Duration

2.5 Sponsors and collaborators profile (if applicable)

3.0 Project Strategic Planning

4.0 Project Activities

3.1 Project Execution Plan

3.2 Project Impact

3.3 Project Team Members

3.4 Task Delegation

5.0 Project Marketing Activities

6.0 Project Financial Management

4.1 Funding sources

4.2 Income and Expenditure Statements

7.0 Project Results

5.1 Project Objective Achievement

5.2 Challenges and limitations

5.3 Project Impact

5.4 Media Coverage

5.5 Sustainable Future Outlook

5.6 Conclusion

5.7 Final Takeaway

8.0 References (if applicable)

9.0 Appendix

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