**Weekly Assignment 3**

Those of you who took good notes will find this exercise easy.

From the lecture you just listened to, list the 10 steps of an audit in the table below. For each step write a sentence or two describing that step. I filled out the first cell for you.

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| Step Number | Description |
| 1. Finding an Auditor | A company commits to an audit and searches for a firm that can perform and certify the audit results, ultimately choosing the firm that offers the best cost for value. The chosen audit firm negotiates a contract with the company, and all parties sign the audit agreement contract. |
| 1. Planning | The auditor reviews prior audits and researches the company, then assembles a team and schedules on-site visits and technical assessments. The auditing firm prepares materials from previous similar audits to reduce costs and develops a comprehensive audit plan. |
| 1. Notification | The audit firm notifies the company of the audit plan and adjusts schedules to coordinate with internal parties. An opening meeting is scheduled for key stakeholders and managers to discuss the audit plan. |
| 1. Opening Meeting | Key audit employees meet with the audit firm to discuss the audit process, including its purpose and objectives. During this meeting, the audit plan and the original contract may be adjusted as necessary. |
| 1. Field Work | The audit firm conducts fieldwork by meeting with company employees, either on-site or remotely, and performing technical analyses such as security penetration testing and network assessments. The auditing firm may contact management for clarifications, request specific evidence, and perform on-site visits. |
| 1. Report Drafted | In this step, an initial report is drafted, encompassing findings from the fieldwork, the project's scope, objectives, relevant background information, and recommendations for improvement. This report serves as a preliminary version and undergoes review before the final draft is completed. |
| 1. Management Response | During this step, management has the opportunity to respond to the initial audit report, potentially seeking clarifications from the auditing firm. Responses to individual audit items are provided, and an action plan for corrections may be formulated. Changes to the report may occur based on discussions between management and the auditing firm. |
| 1. Closing Meeting | In the closing meeting, the company's responses to the initial report are discussed and reviewed, along with the results of audit procedures. Comparisons of performance with other firms or past audits may be presented, and details regarding the final audit report provided by the auditing firm are announced. Additionally, solutions suggested by the auditing firm may be reviewed in technical detail based on the company's interest. |
| 1. Final Report Delivery | The auditing firm delivers a completed final audit report, distributing it to all requested personnel, including corporate management. The final report serves as evidence for the company's audit certification, written in a professional manner and providing detailed insights into areas where the company may have failed an audit. |
| 1. Follow-up & Renewal | Following the delivery of the final report, the auditing firm may conduct follow-up assessments months later to determine if another audit is necessary. Typically, the same audit firm is re-engaged for subsequent audit cycles (e.g., annual, quarterly), fostering a renewing long-term audit relationship beneficial for both the firm and the company. Often, contracts are reused with minor updates during each cycle to streamline the process. |

When you are finished upload this document into Canvas for your submission.