

Hi,

Great job on the meeting with John today! Having you in the meeting with Bob yesterday set you up for success. By the way, did he get back to you on your questions?

Anyway, we will need to document the Test of Design and Operating Effectiveness over the CorpLaw controls. The Test of Design is to confirm appropriate control design. The Test of Operating Effectiveness is to confirm that the control is working as intended (i.e., is the client doing what they said they would?).

Here are my notes (attached in the Resources Section of the task) from my meeting with John. Feel free to use them to guide your documentation. Since it's your first time, I went ahead and documented Control 1.1 Test of Design and Operating Effectiveness (attached in the Resources Section of the task) so you can reference it. Use the template (attached in the Resources Section of the task) to document the other two controls (1.2 and 1.3). If any of the controls fail, make sure you write out what the deviation is and end your documentation with Exception Noted.

I don't expect you to know how to document everything, so do the best you can, and I'll review the rest.

Thanks!  
Sheryl