**Acnovate Technologies Pvt. Ltd.**

**Audit Management Proposal**

**Date: 4 August, 2024**

**Prepared by: Khushboo Mishra, Team Lead**

**1. Executive Summary**

We are pleased to present this proposal for managing your organization’s audit processes. Our solution is designed to streamline your audit activities, ensure compliance with industry standards, and deliver actionable insights to enhance operational efficiency. By leveraging our expertise and advanced methodologies, we aim to provide a thorough and effective audit management service that meets your needs and exceeds expectations.

**2. Objectives**

* **Automate Audit Processes**: Minimize manual efforts and errors through automation.
* **Improve Compliance**: Ensure adherence to applicable regulations and internal policies.
* **Improve Efficiency**: Enhance audit execution and resource management.
* **Centralize Documentation**: Consolidate all audit-related documents in a secure repository.

**3. Scope of Services**

The proposed Audit Management System consists of the following key modules:

**3.1. Audit Planning Module**

**Creating audit definition objects**:

System administrators determine what audit logs should be created through the use of audit definition objects.

**Audit Definition Objects includes:**

* Components
* Configuration
* Operation
* Maintenance

**Examples**:

* **Windows**: Configure through Local Security Policy or Group Policy.
* **Databases**: Set up audit definitions for monitoring queries and data changes.

**Modifying Audit Definition Objects:**

If an audit definition object needs to be modified, the administrator can use the audit manager interface to display and modify the audit definition object.

**To modify an audit definition object using the audit manager interface, follow these steps:**

* Access Audit Manager
* Display Audit Definitions
* Modify Settings
* Apply and Verify

**Defining permitted audit log activities:**

The system administrators can use the audit manager interface to determine storage option. Archiving, log searches, custom reports and custom handling are permitted when using the audit log. This approach enables administrators to effectively manage, search, and analyze audit logs, ensuring that relevant information is stored, archived, and utilized according to organizational needs.

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**3.2. Master Data Management**

**Generate master reference data:**

In audit management, when a system administrator creates users and assigns permissions on objects, Administrators can ensure that users are created with appropriate permissions and that their activities on objects are tracked and managed effectively through auditing.

**The following technical steps are typically involved:**

* Create Users
* Assign Permissions
* Configure Auditing
* Verify and Monitor

**3.3. Export Audit Report**

System exports report and report is ready to download.

**3.4. Reporting**

Generating a comprehensive audit report involves several key technical steps to ensure that the report is thorough, accurate, and useful.

* Define Scope and Criteria
* Collect Data
* Format and Analyze Data
* Generate Report
* Review and Finalize
* Distribute

**3.5. Scheduling Audit Report**

The Administrator schedules periodic audit report using the audit manager interface.

* Administrator navigates to the scheduling section.
* The administrator selects the audit definition object and sets the schedule (e.g. daily, weekly, monthly).
* System saves the schedule and sets up the audit jobs.
* The system sends the generated report to the specified recipients via email

**3.6. Follow-Up**

* Conduct follow-up reviews to assess the effectiveness of corrective actions.

**4. Team Roles and Responsibilities**

|  |  |  |
| --- | --- | --- |
| **Role** | **Responsibilities** | **Team Member(s)** |
| Project Mentor | * Provide overall project vision and direction * Approve key project decisions and milestones | Manoj Gautam |
| Team Lead | * Oversee system design and development * Ensure technical feasibility and alignment with requirements, resolve technical issues | Khushboo Mishra |
| Frontend Developers | Develop UI to make application interactive | * Abhishek Mali * Hitesh Soni * Himanshu Purohit * Azharudeen Nazeerdeen |
| Backend Developers | Develop backend operations | * Praveen Hosamani * Prabhat Ahirwar * Azharudeen Nazeerdeen |
| QA | Execute test plans to ensure system functionality | * Azharudeen Nazeerdeen * Praveen Hosamani * Abhishek Mali |

**5. Timeline**

|  |  |  |  |
| --- | --- | --- | --- |
| **Phase** | **Task** | **Start Date** | **End Date** |
| Phase 1: Discovery and Planning | Requirements Gathering | 2024-08-01 | 2024-08-15 |
|  | Solution Design | 2024-08-16 | 2024-08-30 |
|  | Project Planning | 2024-09-01 | 2024-09-07 |
| Phase 2: Development and Testing | System Development | 2024-09-08 | 2024-10-14 |
|  | |  | | --- | |  |  |  | | --- | | Testing | | 2024-10-15 | 2024-10-25 |
| Phase 3: Deployment and Training | System Deployment | 2024-10-26 | 2024-10-28 |
|  | User Training | 2024-10-29 | 2024-10-29 |
| Phase 4: Maintenance | System Maintenance | 2024-10-30 | ongoing |

6. **Budget**

6.1. **Developers' Costs**

|  |  |
| --- | --- |
| **Role** | **Rate per Hour (USD)** |
| **Project Mentor** | **$55** |
| **Team Lead** | **$45** |
| **Developer’s** | **$35 ( per developer i.e. 6)** |
| **Total Cost** | **$135** |
| **Overall Cost of the Project** | **$** **310** |

**7. Technologies Used**

The Audit Management System leverages a range of advanced technologies to ensure robust performance, scalability, and security. Below is an overview of the key technologies employed in the development and deployment of the system.

**7.1. Technology Stack**

**7.1.1**. **Frontend Technologies**

* React.js

**7.1.2**. **Backend Technologies**

* Java
* RESTful APIs
* Postman services or Kafka

**7.1.3**. **Database Technologies**

* Databases (e.g., Oracle/ Postgres)

**7.1.4**. **Development and Deployment Tools**

* Version Control (e.g. Git)
* War file deployment**.**

**8. Out of Scope**

**8.1. Advanced Data Analytics:**

* Big Data Integration: Integrate with big data platforms to handle large volumes of audit data and perform in-depth analysis

**8.2. Cloud-Based Solutions:**

* Cloud Storage and Management: Utilize cloud platforms for scalable storage and management of audit data.

**8.3. Real-Time Monitoring and Alerts:**

* Continuous Monitoring: Implement real-time monitoring of systems and processes to identify issues as they occur.
* Advanced Alerting: Use advanced alerting systems to notify stakeholders of critical issues and deviations.

**9. Conclusion**

We are committed to delivering a high-quality audit management solution that enhances the effectiveness and efficiency of your audit processes. Please do not hesitate to contact us for any additional information or to discuss the next steps.