# Managing Audit Readiness (Audit Planning & Quality)

The Audit Planning use case provides a central repository for any information you require about audit staff members and external contacts. Document your teams and capture the availability, skills, education, and training history of each team member in order to help assign the right auditors to audit engagements. You can also create a library of standard audit programs and procedures that can be copied into individual audit engagements for greater overall consistency.

**Note:** If you are have upgraded from the Audit Engagements & Workpapers use case, you have may already completed some of the following tasks. Skip any steps that you have already completed.