# Planning Audit Engagements (Audit Planning & Quality)

Complete the following tasks to plan audit engagements:

1. Create the audit engagement.
2. Scope the audit engagement. The relationships defined in audit entities can be populated in the audit engagement using a data feed to scope the engagement. You can determine which elements will be in scope for the audit engagement and remove any elements that you want to exclude from the engagement. The Audit History Log field captures any changes to the scope of the engagement.
3. Create the audit workpapers. Once you have determined what is in scope for the audit engagement, you must create workpapers, which define the actual testing required. If the testing is likely to be unique to this engagement, you can manually create individual workpapers. However, if the testing may apply to more than 1 engagement, you can use the Audit Program Library application to create standard programs and procedures that you can reuse. After you have populated the library, you select the applicable library records in the engagement, and the system automatically creates engagement-specific workpaper records. You can also select an audit program group and the system automatically creates a workpaper from each audit program that matches that group.
4. Assign resources. For information about determining qualified resources for an engagement, reviewing staff utilization, and managing appointments, see [Scheduling the Audit Team](audpln_team_scheduling.htm).
5. Review estimated hours and expense. The Audit Engagement rolls up data from associated plan entities and workpapers to provide summary information about planned, projected and scheduled hours and expenses, and variances among them.
   * Planned data is the total of the estimated hours or expenses in all associated plan entities.
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   * Scheduled data is based on appointments recorded against the audit engagement.
6. Take a snapshot of the engagement. Once you have finished planning your audit engagement and creating workpapers, and before fieldwork begins, you can take a snapshot of the engagement as it currently stands. The snapshot gives you a historical record of what you originally planned for the engagement.
7. Create the audit planning memorandum. Once you have completed planning the engagement, you should create the Audit Planning Memorandum and provide it to the auditee. The memo serves as a formal announcement to the auditee of what the audit team plans to audit and when. The memo also lists the documentation and other information that will be needed to complete the audit, so that the auditee can gather the information ahead of time.