**Overall Closure Checklist**

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| Assignment Name | | Assignment No |
| Engagement Manager |
| Company Name |  | |

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| **Sl. No** | **Form Name** | **Planned Date** | **Complete Date** | **Signature** |
| ***1*** | ***Opening Meeting*** |  |  |  |
| ***2*** | ***Scope and Objective of the Assignment*** |  |  |  |
| ***3*** | ***Assignment Scheduling*** |  |  |  |
| ***4*** | ***Planning*** |  |  |  |
| 4.1 | General Process Understanding |  |  |  |
| 4.2 | Data Analysis |  |  |  |
| 4.3 | Walk Through |  |  |  |
| 4.4 | Documentation of Walk Through |  |  |  |
| 4.6 | Risks and Audit Programme Generation |  |  |  |
| 4.7 | Field Work Scheduling |  |  |  |
| ***5*** | ***Field Work*** |  |  |  |
| 5.1 | Field Work Execution |  |  |  |
| 5.2 | Draft Report Generation and Circulation |  |  |  |
| ***6*** | ***Exit Meeting*** |  |  |  |
| 6.1 | Draft Report with management comments |  |  |  |
| ***7*** | ***Final Report Issue*** |  |  |  |
| 7.1 | Structured Reporting |  |  |  |
| 7.2 | Presentation of Finding |  |  |  |
| ***8*** | ***Follow up and Implementation*** |  |  |  |
| 8.1 | Follow Up Check list |  |  |  |
| ***9*** | ***General Administrative Closures*** |  |  |  |
| 9.1 | Invoice Generation |  |  |  |
| 9.2 | Out of Pocket Expenses Collection |  |  |  |
| 9.4 | Client Feedback |  |  |  |

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| --- | --- | --- | --- | --- |
| **Sl. No** | **Form Name** | **Planned Date** | **Complete Date** | **Signature** |
| 9.5 | Opportunity for future Businesses |  |  |  |
| 9.6 | Knowledge Base Updation |  |  |  |
| ***10*** | ***Quality Audit*** |  |  |  |
| 10.1 | Quality Review Report and Action Statement |  |  |  |
| 10.2 | File Closure |  |  |  |

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| ***Any Comments:*** |
| ***Major Learning from Assignment:*** |
| ***Partner’s Comments:*** |