**Overall Planning**

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

**Team Identification for the Engagement:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl.no** | **Type of Competency Required** | **Period for Which Required** | **Name of Person Selected** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Project Costing:**

|  |  |  |
| --- | --- | --- |
| **Sl.no** | **Expenditure type** | **Planned** |
| 1 | Man month Costing |  |
| 2 | Other Direct Costing |  |
| 3 | Administrative Costs |  |
|  | **Total** |  |
|  | Amount Billed |  |
|  | Profitability |  |
|  | % age of Profitability |  |

**Detailed Planning**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl. No** | **Form Name** | **Planned Date** | **Auditor** |
| 1 | Opening Meeting |  |  |
| 2 | Scope and Objective of the Assignment |  |  |
| 3 | Assignment Scheduling |  |  |

***Manual on Internal Audit***

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl. No** | **Form Name** | **Planned Date** | **Auditor** |
| **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 |  |  |
| 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 |  |  |

*Any Other Remarks*

*Manager Partner*