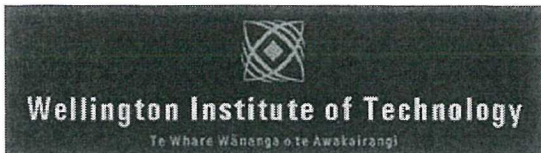


09/09/2016



Audit Assessment 1

Project Name: *October Evaluation*
Team Members: *4*
Date project commenced: *July 2016*
Date of Audit 1: *18/8*
Participants: *4 + RS*

Absent: *nil*

Assessment. 5% overall. Each area marked 0-3, where:

3 = Workable (minor adjustments suggested or no adjustment required)

2 = OK (some adjustments needed)

1 = Poor (missing substantive elements)

0 = Non-existent, or effectively useless

Explanations: 2 are marked out of 1 each. Does the team show some insight into the real causes?

Advisor relationship management:

How many advisor meetings have taken place? *2*

Agenda issues: *missing a couple of std. items*

Minutes issues: *Follow agenda exactly 1:1*

Other documents: *harder progress reports*

Advisor: *Sm*

2

Client relationship Management:

How many client meetings have taken place? *none - N/A*

Agenda issues:

Minutes issues:

Other documents:

Client:

/

Team management:

How many team meetings have taken place? *5*

Standing Agenda issues: *redundant*

Progress Report issues: *one only (by the meeting...)*

Other documents: *weekly*

Evidence of work in progress:

Timecards - Hours and trends: *50-12 hrs behind*

- Explanation of hours and trends: *1/1*

- Recording issues: *1 talk to hrs by day*

Project diary - Recording issues: *good*

Individual log - Recording issues: *revise guidelines*

1 1/2

1 1/2

Management of Documentation:

Drafts of documents retained? *individual - removed librarian*

Research notes issues: *OK - keep negative*

Correspondence retained and managed? *separate them*

Final versions (signed) management? *needs to be separate*

Version management - paper records issues: *none yet - OK digitally*

- Electronic storage / sharing issues: *Gitlab - versioning*

Backups - management issues: *no backup - 1 backup week*

2

manually sync

Project planning:

Plan developed beyond a timeline?

Plan is being updated appropriately?

Change control management issues:

Currently tracking behind or ahead?

Explanation of tracking issues:

1 / 1

2 1/2

Marks: 13 / 20. Recorded as 0-5% overall, 0.5% increments, rounded

3%

Assessor Initials:

RW

Next appointment set for (students to book):

3 weeks

Audit Assessment 2

Date of Audit 2:

9/9

Participants:

3 / 10

Absent:

Patik

Assessment. 5% overall. Assessed as one mark, based on the accumulation of outstanding issues.

5 = All issues resolved (only minor adjustments or no adjustment required)

4 = Good (some adjustment needed to 1 area, others are resolved)

3 = OK (some adjustments still needed in 2-3 areas, others are resolved)

2 = Weak (improvements made but some adjustments still needed in 4-5 areas)

1 = Poor (very little improvement attempted)

0 = No effective improvement

Issues outstanding:

Advisor Relationship Management

agreed with minutes & agenda following

Client Relationship Management

OK

Team management

Sorted

Evidence of work in progress

Sorted

Management of documentation

Sorted

Project planning

unplan folder

Marks: / 5. Recorded as 0-5% overall, 0.5% increments, rounded

5%

Assessor Initials:

RW

Next appointment set for (if required, students to book):

nil

88