

eGov JAMAICA LIMITED

Full System Audit

Internal Audit Report

CONFORMITY REPORTS – GOVERNANCE ICT CONCEPT APPRAISAL (EPM - PRMD)

Audit of: Governance ICT Concept Appraisal (EPM - PRMD)	Auditor: Shanelle Rhoden	Audit Criteria: ISO 9001:2015 Clause 7.5.1	Auditees:
Audit Evidence:			
Project Portfolio Management Standard Operating Procedures.			
Evaluation:			
Based on the clients need, CRM agrees that is a project is requires and the client then completed a request form. (See project request form).			
Effectiveness:			

CONFORMITY REPORTS – GOVERNANCE ICT CONCEPT APPRAISAL (EPM - PRMD)

Audit of: Governance ICT Concept Appraisal (EPM - PRMD)	Auditor: Shanelle Rhoden	Audit Criteria: ISO 9001 2015 clause – 8.2.1	Auditees:
Audit Evidence:			
Completed Process intake form for five (5) completed projects.			
Evaluation:			
After submission by CRM, I will then submit form to the Portfolio Advisory Committee at PACT@egovja.com, a meeting is held, tentative approval is given by the committee and final approval is granted by the CEO.			
Effectiveness:			

CONFORMITY REPORTS – GOVERNANCE ICT CONCEPT APPRAISAL (EPM - PRMD)

Audit of: Governance ICT Concept Appraisal	Auditor: Shanelle Rhoden	Audit Criteria: Project Portfolio Management	Auditees:
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(EPM - PRMD)		Standard Operating Procedures	
Audit Evidence:			
Copy of PPM SOP			
Evaluation:			
The PPM Standard Operating Procedures			
Effectiveness:			

CONFORMITY REPORTS – GOVERNANCE ICT CONCEPT APPRAISAL (EPM - PRMD)

Audit of: Governance ICT Concept Appraisal (EPM - PRMD)	Auditor: Shanelle Rhoden	Audit Criteria: ISO 9001 2015 clause 7.2 & 7.3	Auditees:
Audit Evidence:			
Job Description Copy of Qualifications Certified Project Management Professional Certificate BSC-Management Studies Certificate of Training in Project Management/Portfolio Management			
Evaluation:			
As per the Job description, the Director PMO is qualified for the post and to carry out the requisite duties and functions.			
Effectiveness:			

CONFORMITY REPORTS – GOVERNANCE ICT CONCEPT APPRAISAL (EPM - PRMD)

Audit of: Governance ICT Concept Appraisal (EPM - PRMD)	Auditor: Shanelle Rhoden	Audit Criteria: ISO 9001:2015 Clause 7.5.3- Control and Documented Information	Auditees:
Audit Evidence:			
Records are maintained by a drive on the company's common area.			
Evaluation:			

Some criteria's include strategic rationale and alignment, Strategic Operational Planning, Urgency/Own Priority, Operational Issue, Compliance Issue, Ability to Utilized Resources, Risk Management, Pre-Planning Requirements, Financing and Types of Contracts Records are maintained by a drive on the company's common area.
Effectiveness:

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Audit Evidence:			
Project Portfolio Management Standard Operating Procedures			
Evaluation:			
This is done by using a project intake document process Document that outlines attributes and descriptions. This includes duration, effort and complexity			
Effectiveness:			

CONFORMITY REPORTS – GOVERNANCE ICT CONCEPT APPRAISAL (EPM - PRMD)

Audit of: Governance ICT Concept Appraisal (EPM - PRMD)	Auditor: Shanelle Rhoden	Audit Criteria: ISO 9001:2015 Clause 8.2-Operational Planning and Control	Auditees:
Audit Evidence:			
Copies of project intake forms			
Evaluation:			
After submission by CRM, I will then submit form to the Portfolio Advisory Committee at PACT@egovja.com, a meeting is held, tentative approval is given by the committee and final approval is granted by the CEO.			
Effectiveness:			

CONFORMITY REPORTS – GOVERNANCE ICT CONCEPT APPRAISAL (EPM - PRMD)

Audit of: Governance ICT Concept Appraisal (EPM - PRMD)	Auditor: Shanelle Rhoden	Audit Criteria: ISO 9001:2015 Clause 7.5.3- Control and Documented Information	Auditees:
Audit Evidence:			
Copies of Approved PACT project intake forms			
Evaluation:			
The requested form is submitted to the PACT committee for discussion and final approval is given by the company's CEO.			
Effectiveness:			

CONFORMITY REPORTS – GOVERNANCE ICT CONCEPT APPRAISAL (EPM - PRMD)

Audit of: Governance ICT Concept Appraisal (EPM - PRMD)	Auditor: Shanelle Rhoden	Audit Criteria: eGovJa-Project Management Methodology	Auditees:
Audit Evidence:			
Copy of PPM SOP			
Evaluation:			
The PPM Standard Operating Procedures			
Effectiveness:			

CONFORMITY REPORTS – GOVERNANCE ICT CONCEPT APPRAISAL (EPM - PRMD)

Audit of: Governance ICT Concept Appraisal (EPM - PRMD)	Auditor: Shanelle Rhoden	Audit Criteria: ISO 9001:2015 Clause 10.2-Non-Conformity and Corrective	Auditees:
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	Action	
Audit Evidence:		
PPM SOP		
Evaluation:		
Control of Non-Conformity		
Effectiveness:		

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Audit Evidence:			
eGov Project Prioritization Log Master			
Evaluation:			
Once the request form has been accepted, the project is ranked by using the project date and prioritization log. A project criteria listing is also used.			
Effectiveness:			

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Audit Evidence:			
Screenshot of PPM common area.			
Evaluation:			
Records are maintained by a drive on the company's common area.			
Effectiveness:			

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(EPM - PRMD)

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Audit Evidence:			
eGov Project Prioritization Log Master			
Evaluation:			
My role is to ensure that projects are prioritized accordingly			
Effectiveness:			