Digit Learning Internal Audit Report

Internal audit report

Digit Learning

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	QUALITY AUDIT REPORT	
Goal	*Internal audit on the practices at Digit Learning*	
Audit type	*Internal audit*	
Domain to be audited	*Data model and automation*	
Is the data model suitable?	*The data model is unsuitable or incomplete*	
What is the primary problem that salespeople encounter?	*Due to the current data model, and lack of automated processes, the salespeople have to add and update most data manually, which makes the data highly prone to duplications, omission and human error.*	
What is the primary problem that directors encounter?	*Due to the incomplete/ disconnected nature of the data model, directors do not have a clear overview of sales or marketing performance.*	

QUALITY AUDIT REPORT	
Unstable link between Students and Trainings	*Create a junction-object called 'Register' in order to be able to register multiple students to one training and/or any one student to multiple trainings.*
No assignment of Mentors to trainings	*Link the Mentor and Training objects*
Training type options incomplete	*Add 'development' to the training type picklist field.*
No automatic update of data	*a. Add processes to update student status based on Register records and duration dates of trainings.* *b. Add formula fields to calculate number of places available.* *c. Status of trainings can be auto updated based on duration dates.* *d. Enrollment status field added to register indicating situation of a registration record.*
No features	*Adding feature options for object records:* *- Add 'under construction' option for trainings that are not yet confirmed/priced by directors but need to enter the planning.* *- Quick action to add new registration from Training or Student objects* *- Quick action to add new training to mentor*
No validation rules	*1. To control assignment of mentors to trainings based on availability and specialization.* *2. To prevent new registrations on already fully booked trainings.* *3. To prevent registering students to trainings that have not been priced or 'under construction'.*
No required fields	*- Trainings need to have required fields like duration dates, mentor, pricing (exception for trainings 'under construction'), maximum number of students.* *- Mentors must have a specialization for training types*