**Audit Plan for Dr. King's Office in West Texas A&M University**

**Purpose**

The purpose of this audit is to assess the Internet connection, computer, and data processes in Dr. King's Office at West Texas A&M University.

**Outcome**

The outcome of this audit will be recommendations for improving the Internet connection, computer, and data processes in Dr. King's Office.

**Scope**

The scope of the audit is the Internet connection, computer, and data processes.

**Audit Procedure**

**Arrival**: The auditor/audit team will arrive at the West Texas A&M University and contact the Dr. King, Director of the Office, for an access code/access/authorization to proceed. Auditor/audit team will then walk into the facility using the code/access/authorization to gauge staff reactions.

**Introduction**: Once auditor/audit team is satisfied with the entry exercise they will introduce themselves to Dr. King and any relevant staff members.

**Audit Meeting**: Once introduced, the auditor/audit team will work with Dr. King and any members of the staff, as requested, to complete the attached audit plan documentation. Items may be added to the audit plan as necessary and as agreed between the auditor/audit team and Dr. King. These items will be documented using the blank lines in the audit plan.

**Audit Hot Wash**: Once the auditor/audit team has completed the attached Audit Plan document the auditor/audit team will inform Dr. King that the audit is complete and will then conduct a post audit meeting with Dr. King. The purpose of this meeting will be for the auditor/audit team to convey initial findings and for the auditor/audit team and Laura to generate and agree on any needed action plan/further information needed/potential recommendations/etc..

**Audit Commenced (time/date): 4/13/2023 Audit Complete (time/date): 4/16/2023**

**Auditor:**

**Dr. King:**

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|  | | **Audit Plan:**  **Items and Observations**  **Auditor: Date:** | | | |
| **Item #** | **Description** | | **Expected Findings/pass criteria** | **Observations** | **Pass (Yes/No)** |
| 1 | Internet Connection Stable and reliable | | Internet connection that meets the needs of Dr. King's Office. | The stability and reliability of the internet connection in Dr. King's Office. | Yes |
| 2 | Computer Systems | | Computer systems in Dr. King's Office are up-to-date, secure, and functional. | The state of computer systems, including updates, security measures, and functionality. | Yes |
| 3 | Data Processes | | Data processes in Dr. King's Office are efficient, accurate, and secure. | The efficiency, accuracy, and security of data processes in Dr. King's Office. | Yes |
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