**Worksheet: Creating an Audit Plan 4-49**

**INTERNAL AUDIT PLAN**

**Audit Objectives:**

**Audit Criteria:**

**Audit Scope:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Date(s) of the Audit** | | |  | | | |
| **Team Leader** | | |  | | | |
| **Auditors** | | |  | | | |
| DAY ONE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | |
| Time | Lead: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | Member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 08:00 | *0800 – 0815 Opening meeting, led by team leader* | *0800 – 0815 Opening meeting* | | *0800 – 0815 Opening meeting* | *0800 – 0815 Opening meeting* |
|  |  | |  |  |
| 09:00 |  |  | |  |  |
| 10:00 |  |  | |  |  |
| 11:00 |  |  | |  |  |
| 12:00 |  |  | |  |  |
| 13:00 | *lunch* | *lunch* | | *lunch* | *lunch* |
| 14:00 |  |  | |  |  |
| 15:00 |  |  | |  |  |
| 16:00 |  |  | |  |  |
| 17:00 | *Team meeting to discuss findings* | *Team meeting to discuss findings* | | *Team meeting to discuss findings* | *Team meeting to discuss findings* |
| Resources Required |  |  | |  |  |
|  |  |  | | | Page \_\_\_\_\_ of \_\_\_\_\_ |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| DAY TWO: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |
| Time | Lead: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 08:00 |  |  |  |  |
| 09:00 |  |  |  |  |
| 10:00 |  |  |  |  |
| 11:00 |  |  |  |  |
| 12:00 |  |  |  |  |
| 13:00 | *lunch* | *lunch* | *lunch* | *lunch* |
| 14:00 | *Prepare audit report* | | | |
| 15:00 |
| 16:00 | *Closing meeting, led by team leader* | *Closing meeting* | *Closing meeting* | *Closing meeting* |
| 17:00 | *Adjourn* | | | |
| Resources Required |  |  |  |  |
|  |  |  | | Page \_\_\_\_\_ of \_\_\_\_\_ |