

Engagement Plan Template

Engagement Template	
Name of Functional Area	
Engagement Name	

1 Background Information

Give a brief background information on the processes being audited and emerging trends.

2 Objective/s of the Engagement

The engagement objective/s should be linked to the risk/s of the area being audited and should address the following:

- i. Why are we undertaking the audit?
- ii. What value will IAF add to the area being audited?
- iii. Are we focusing on the risky areas? will this ensure resources are focused on key risk?

3 Management Expectations on the Engagement

These are the expectations that the management shared with the audit team in the entrance meeting. This should be updated after the entry meeting. These may include areas in the management has noted with concern and would want the audit team to report back on them by providing recommendations.

4 Scope of the Engagement

Defines the boundaries of the audit engagement i.e. what is in-scope and what is out-of-scope.

Identify the extent of the processes, systems, staff and physical properties, policies, procedures and timeframe to be reviewed to ensure the engagement objectives are achieved.

5 Audit Risks

Defines the risks that audit procedures will fail to detect an absent, inappropriately designed or ineffectively implemented internal control. These risks are identified, mitigation measures proposed, and responsibility assigned to manage these risks.

S/No.	Risk	Recommended mitigation	Responsible person
a)			
b)			
c)			

6 Audit strategy

Document:

- i. Audit approach
- ii. Data analytics
- iii. Sampling methodology (where applicable)
- iv. Risk Rating and overall rating
- v. Sources of criteria

7 Resources Required

This entails both the human and non-human resource to be used during the engagement.

7.1.	Engagement Staffing				
	Name	Level	Overall Responsibility	Man-Hours	Initials
A	<i>[Insert name]</i>	<i>[Insert level as per official designation]</i>	<i>[Insert overall role of the team member in the engagement]</i>	<i>[insert total number of hours-refer to part 7]</i>	<i>[insert initials used by the officer]</i>
B					
C					

7.2. Non-Human Resources

#	Staff Initials	Designation	Location to visit	Days	Rate per day	Sub Total	Bus/Air/ train ticket	Contingencies	Grand total	Remarks
1.										
2.										
3.										
TOTAL										

8. Engagement Activities

Activity	Period	Man-Hours	Responsible
1. Pre-field analysis			
2. Entry Meeting			
3. <i>[insert key audit procedures to be undertaken]</i>			
4. <i>[insert key audit procedures to be undertaken]</i>			
5. <i>[insert key audit procedures to be undertaken]</i>			
6. Exit Meeting			
7. Draft Report			
8. Feedback on draft report			
9. Approve and Issue the Final Report			
10. Audit client Satisfaction Survey			

9 Risk Assessments

No.	Process	Objective	Risks	Controls
1.				
2.				
3.				

10 The Audit Steps

Define the audit steps to achieve the engagement objectives and adequately cover the scope, i.e., by developing an engagement work program or audit program. The program should capture:

1. Process being reviewed
2. Specific process objectives
3. Specific audit tests

11 Communication Plan

This section details how the results of the engagement execution shall be communicated to all who need to know about the audit and the audit results.

Prepared By: Lead Internal Auditor

Date:

Approved By: Head of Internal Audit

Date:

The HIA/lead Internal Auditor to make the necessary amendments.

Relevant Appendices

NOTE: For follow-up engagements the same can be used with some modification on what is relevant.