

Pre-Audit Readiness Tool (PART)

A. Purpose and Benefits

The purpose of PART is to foster discussion about programs and/or processes subject to audit and identify opportunities for improvement before an audit begins. The use of the PART can assist management in fulfilling its responsibility for monitoring their internal controls and evaluating the results to ensure they are operating effectively.

What are the benefits of completing the PART?

1. Fosters internal discussions and cross-functional information sharing and collaboration;
2. Prepares Program Managers, Subject Matter Experts (SMEs) and liaisons for audit questions and requests, in turn facilitating a streamlined and less burdensome audit experience;
3. Helps identify impacted stakeholders and brings them together earlier to discuss the program or process; and
4. Provides an opportunity to address program weaknesses prior to audit, potentially reducing the severity of the finding(s).

B. Instructions

- I. Prior to the successful completion of the PART, it is critical to analyze available documentation related to the relevant program or process. This research (Section I-III) will help foster discussion and provide information for the Lead Stakeholder to consider as part of audit readiness. CRO staff will complete these sections and schedule a brief meeting with the Program Manager and SME to discuss the internal controls questionnaires (Section IV). CRO staff will then complete Section V of the PART with information or recommendations to improve audit readiness for the Lead Stakeholder to consider. Prior-Related Audits – Are there applicable outstanding/unimplemented corrective actions? Lessons learned? Do the findings still exist?
- II. Risk Review – Are there associated program risks identified in your Risk Register? Are risk mitigation plans corresponding to the identified risk? Have any Risk Acceptance Form and Tool (RAFTs) been used?
- III. Environmental Scan – Review both internal and external sources. Internal sources include the BU's BPRs, Quality Assurance (QA) reviews, etc.
- IV. Program Manager/SME Questions – Complete internal controls questionnaires to further document the program control environment and determine its audit readiness
- V. Information to Consider/Recommendations to Improve Readiness
- VI. Action Plan (Optional)– BU can use this section, if appropriate, to identify any actions they plan to take in response to PART results.
- VII. Appendix – Supporting documents identified in Section I-V

Pre-Audit Readiness Tool (PART)

AUDIT NAME	
AUDIT #	
PART Completion Date	
BU Audit Lead	
BU TIGTA/GAO Audit Liaison(s)	
BU ERM Liaison	
EAM Point of Contact	
Senior Risk Advisor	

BU= Business Unit; EAM= Enterprise Audit Management

Audit Objective:

Lead/Support Stakeholders:

I. JAMES Report of PCAs from Prior Related Audits:

Report Title of Prior Related Audit	Scope of Prior Audit	Summarize significant findings, key recommendations and status of corrective actions

JAMES= Audit Management System used to track status of audit recommendations. PCA=corrective actions.

II. Risk Review:

Risk Description	Risk Rating	Mitigation Plans	RAFT (Y/N)	Source of Risk

III. Environmental Scan:

Other Sources Reviewed (including Date)	Comments/Questions/Concerns

Pre-Audit Readiness Tool (PART)

IV. Program Manager/SME Questions:

1. Is the program/process covered in an IRM? If so, what is the IRM and is it up to date?	
2. Do employees understand their roles and responsibilities and have the necessary knowledge, skills and experience? Explain.	
3. Has there been any recent internal assessment performed on this program/process? (e.g. BU's internal review, CFO's lead internal review, etc.)	
4. What weaknesses or gaps have you identified in the program/process?	
5. Are there actions you can take now to address the problems identified? If so, describe them.	
6. Name two or three recent accomplishments that you hope to see highlighted in an audit report.	
7. What type of data do you have for your program/process, and how do you use it to help manage your program? (trend analysis, performance reporting, etc.)	
8. Do you have any concerns about open PCAs? Are you on target to close them on time?	
9. Have you assessed the effectiveness of completed PCAs? If so, explain results and concerns.	
10. Describe your risk assessment and mitigation process in place for this program.	
11. Other follow-up questions from Section I-IV assessment.	

V. Information to Consider/Recommendations to Improve Readiness:

Pre-Audit Readiness Tool (PART)

VI. Action Plan (Optional)

Issue identified during PART	Planned action to address the issue	Estimated Completion Date	Responsible Official/Stakeholder

VII. Appendix: