

# Template

## Findings and Actions Workshop



### About this template

It is important, that at the end of each review, a close out meeting is held with the business area and stakeholders to debrief them on the outcomes of the review. A 'close out' meeting makes it sound like the end of the review; there are no more opportunities to discuss this. To ensure a more collaborative approach to audit which does not get the business area or key stakeholders offside, we frame it as a Findings and Actions Workshop. We reframe the close out meeting to be a workshop, whereby we revalidate our observations, then work together to craft recommendations which are fit for purpose, achievable, and address the underlying risk / issue.

### Why use this template

This template provides a quick and easy way to layout:

- Where we are in the review;
- What we found through the review;
- What are some possible recommendations; and
- What are the next steps.

This template provides a transparent view to the stakeholders, showing them each stage of the review and its outcomes, however it also encourages discussion and collaboration between both audit and the business area.

### When to use this template

This template should be provided to the business area or key stakeholders prior to the Findings and Actions workshop. By doing this, it will prepare the attendees, allowing everyone to have a more meaningful and in-depth discussion.

This workpaper should leverage off the work from the Potential Issues List document which should have been compiled by the audit team throughout the review.

### Things to be careful about

Everyone deals with feedback in various ways, and therefore, we should be careful in how we deliver our feedback to the various stakeholders. Whilst we need to call out where there are issues and what the risks and implications are, we need to make sure it is done so in a way that has management buy in and encourages a good working relationship between Internal Audit and the business. Failure to deliver this messaging in an appropriate way could see recommendations poorly implemented or business area's disregarding the work of audit.

## Want an editable version?

Email us, and we will send it across:

[hello@myauditspot.com](mailto:hello@myauditspot.com)



<b>Review</b>	Review name	<b>WP Ref</b>	<b>####</b>
<b>Topic</b>	Findings and Actions Workshop		
<b>Date and Location</b>	Meeting Date	Meeting Location	
<b>Business Area</b>	Name of Business Area		
<b>Attendees</b>	Business Area Attendees	Internal Audit Attendees	

# Findings and Actions Workshop

## Purpose

The purpose of this meeting is to:

1. Provide an update on the status of our review;
2. Provide you with an overview of what we have found and potential recommendations to address each observation.
3. Discuss the next steps.

## 1. Status of our review

Phase	Status	Comments
<b>Planning</b>	<b>Complete</b>	Planning was completed in <b>Month Year</b> . Terms of Reference was issued via email on <b>DD Month Year</b> .
<b>Fieldwork</b>	<b>In progress</b>	Fieldwork is complete, pending outcomes of today's meeting.
<b>Reporting</b>	<b>Not started</b>	Draft reporting has already commenced.

*Update the above table as appropriate.*

## 2. What we have found

Included below is a list of observations for discussion.

No	Observation What we found	Agreed action To be discussed today
<b>1</b>	<i>This can all be copied and pasted from the Potential Issues List document.</i>	
<b>2</b>		
<b>3</b>		
<b>4</b>		
<b>5</b>		

## 3. Next steps

Following our Findings and Actions workshop, we will:

1. Issue a copy of our draft report on **DD Month Year**.
2. Once you have received the draft report, you will have two weeks to review the report and provide any comments regarding our observations, and provide your response to each of the actions / recommendations. Your responses will be due by **DD Month Year**.
3. Once we all responses are received and observations agreed, the report will be issued as final.

This report will be presented to the Audit Committee on **DD Month Year**.