



Audit Work Program

Social Media

Audit Reference OPS01

Audit Name Social Media

Client Client Name

Confidential

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For more information, visit the legal hut [here](#).

1.1. Audit Overview

Audit Details

Engagement name	Social Media				
Audit Reference	OPS01				
Year					
Audit Period	01-Jan-20	to	31-Dec-20		
Auditor	Nathan	Position		Phone Number	
Manager		Position		Phone Number	
				Email	
				Email	

Audit Timeline

Milestone	Planned	Actual
Planning Start		
Planning Finish		
Fieldwork Start		
Fieldwork Finish		
Draft Report Issued		
Comments Received		
Final Report Issued		

Audit Budget

Please see tab <1.2. Work Program> or <2.7. Budget>

Milestone	Planned	Actual
Planning	49	
Fieldwork	141	
Reporting	-	
Close	-	
TOTAL	190	

Client Details

Client name	Client Name				
Client contact		Position		Phone Number	
Report owner		Position		Phone Number	
Address		City		State	
				Email	
				Email	
				Postcode	

Client Acceptance / Risk Checks

No.	Check	Response	Action taken (if applicable)
1	Identify any potential conflicts of interest with department personnel or process	Client Name	

Other Information

Please include below any relevant notes or comments for this audit.



1.2. Work Program / Quality Checklist

General Information

WP Ref	1.2
Prepared by	Name
Date	Date
Reviewed by	Name
Date	Date

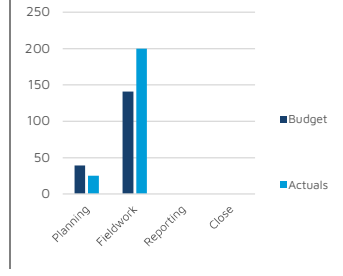
Review notes / comments

--

Current Status



Current Budget



Click here to select Refresh Data. Pivot tables which populate these graphs are hidden in

Phase	Phase 1	Activity	WP Ref	Actuals	Budget	Status	Comments
Planning	Planning	Background Research and Planning Understand the org chart, audit topic, policies and processes, audit triggers and relevant legislation.	2.1			Not Started	
	Planning	Previous Reviews Understand any previous internal audit work, SOX, or external / financial statement audit management letter	2.2	13		In Progress	
	Planning	Risk and Controls Understand which risks and controls currently exist within the process.	2.3	1		Review comments to be addressed	
	Planning	Planning with Business Meet with key stakeholders and perform process walkthroughs to understand the end to end audit topic.	2.4			Awaiting Review	
	Planning	Team Planning Meeting Meeting to consolidate everything learnt through planning and propose audit scope and objectives.	2.5			Completed	
	Planning	Terms of Reference / Scope Terms of Refence or Audit Scope and Objectives document.	2.6			Completed	
	Planning	Detailed Audit Budget Audit budget with work allocation and actual v budget analysis.	2.7			Completed	
Fieldwork	Fieldwork	Audit Work Program	3	40		N/A	
	Fieldwork	Objective 1 Text		5	5	In Progress	
	Fieldwork	Objective 2 Text		30			
	Fieldwork	Objective 3 Text					
	Fieldwork	Objective 4 Text					
	Fieldwork	Objective 5 Text					
Reporting	Reporting	Findings and Actions Meeting	4.1				
	Reporting	Close Out Meeting	4.2				
	Reporting	Draft Report	4.3				
	Reporting	Final Report					

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	Reporting	Exit Meeting					-		
Close	Close	Client Satisfaction Survey					-		
	Close	File Review and Clean Up					-		
	Close	Billing					-		
	Close	Archiving					-		
			190	225	35				

1.3. Document Request List

General Information

Please find below a list of documents and data requests we will require to complete this review. Whilst every attempt has been made to make this list as complete as possible, we may require additional information throughout this review. Any new information requested will be added in this list.

Should you have any questions about this document request list, please email info@...

Please send all documents via our secure file server.

Document Request List

No.	Request	Date Provided	Comments
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

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2.2. Previous Reviews

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To help you with your assessment of previous reviews we have created a generic workpaper. A screenshot is included below.

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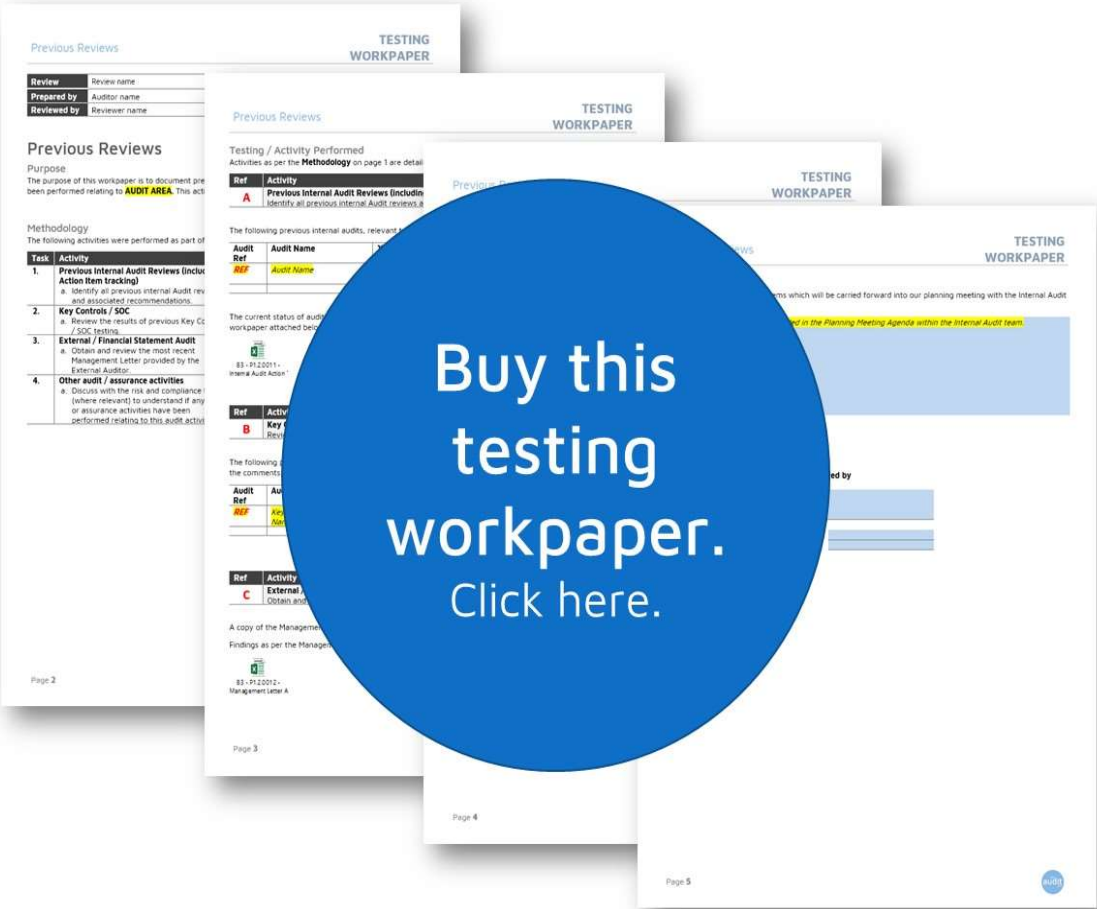
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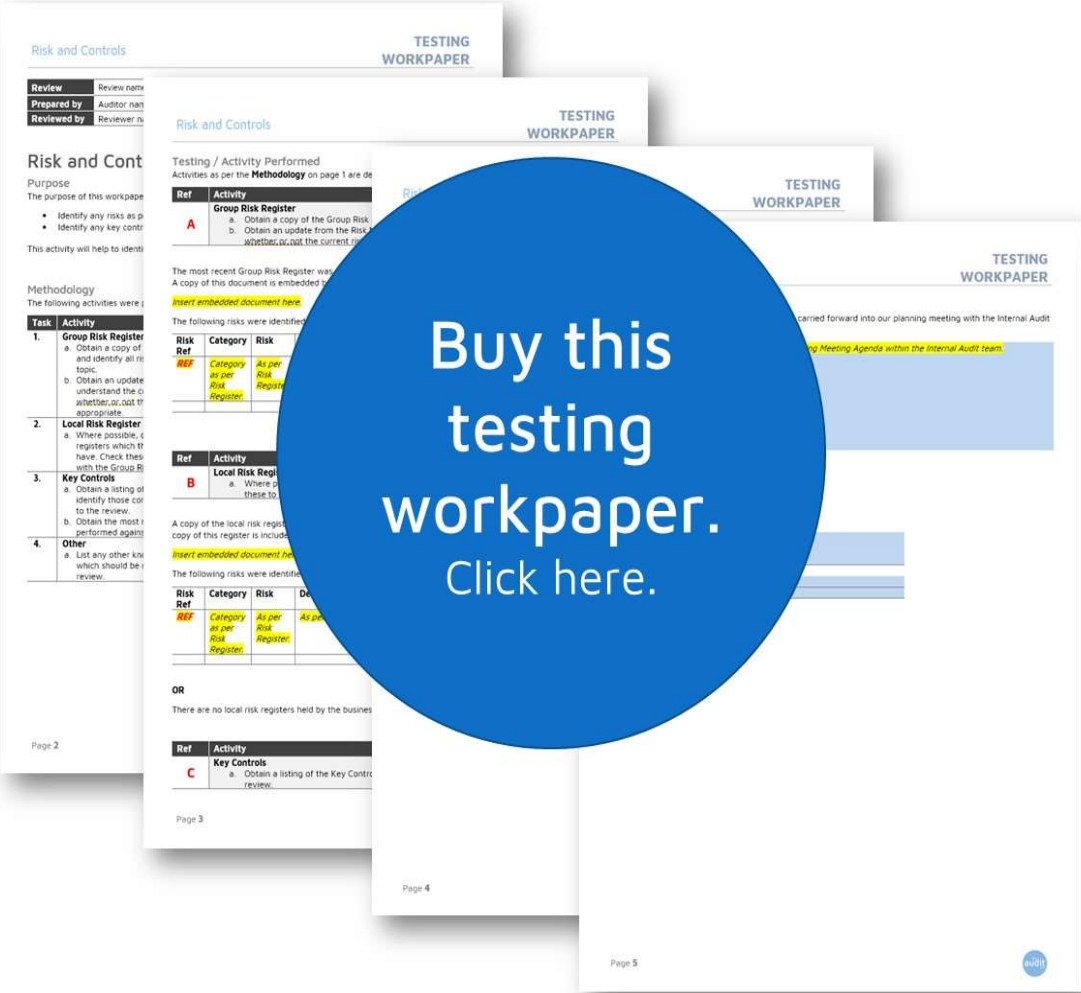
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2.4. Planning with business

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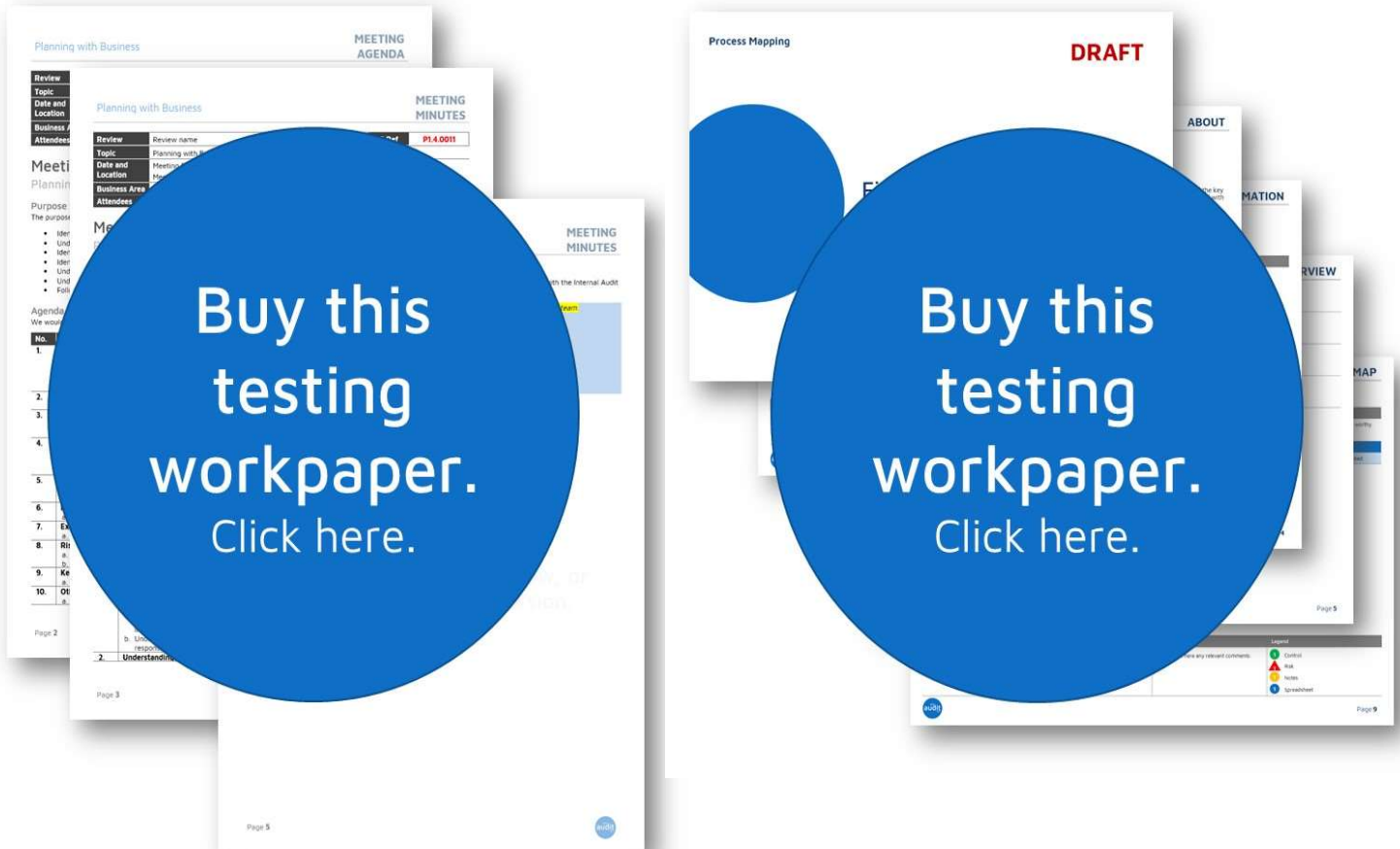
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The image shows two overlapping screenshots of an internal audit planning dashboard and meeting minutes template. A large blue circle is overlaid on the center with the text "Buy this testing workpaper. Click here." The dashboard includes sections for "Audit Team Planning Meeting", "Meeting Minutes", and "Previous Reviews (Including External Audits)".

Audit Team Planning Meeting

Review	Review name	WP Ref	P1.5.0010
Prepared by	Auditor name	Date prepared	Date
Reviewed by	Reviewer name	Date reviewed	Date
Date and Location	Meeting Date	Meeting Location	
Attendees	Business Area Attendees	Internal Audit Attendees	

Meeting Minutes
Team Planning Meeting

Purpose
The purpose of this workpaper is to:

- Report on the outcomes of audit planning activities;
- List a potential scope and objectives for the audit;
- Display a timesheet for the review; and
- Obtain feedback from management and set next steps for the audit.

Methodology
The Dashboard for discussion is attached.

Results / Conclusion
We have noted the following items which will be carried forward into our team.

Note here which items will be included in the Planning Meeting Agenda

Sign off

Prepared by	Reviewed by
Name	Name
Date	Date

PLANNING DASHBOARD

The business area

The following observations have been raised through previous reviews:

Critical	High	Medium	Low	Improvement Opportunity
1	1	1	1	1

The reviews include:

- Name of previous audit:

Our external auditor has identified the following issues as per the management letter:

- Issue 1

Legislation

Legislation	Compliant?
Description	Pass
Description	Fail
Description	Develop

Audit Team

```
graph TD
    Name[Name Lead] --- Name1[Name IT Support]
    Name --- Name2[Name Support]
    Name --- Name3[Name Support]
```

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2.5. Terms of Reference / Objectives and Scope

General Information

WP Ref	2.6
Prepared by	Name
Date	Date
Reviewed by	Name
Date	Date
Review notes / comments	

Objectives and Scope

No.	Objective	Scope
1	Ensure there is an appropriate policy which outlines the governance and structure of the project.	
2	Ensure that the project is properly resourced, with appropriate staff and equipment, and that the project is managed against a clear plan.	
3	Ensure that the project is managed in accordance with the project plan and that the project is kept on track.	
4		
5		
6	Ensure that the project is managed in accordance with the project plan and that the project is kept on track.	
7		
8		
9		
10		

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Out of Scope

No.	Objective	Scope

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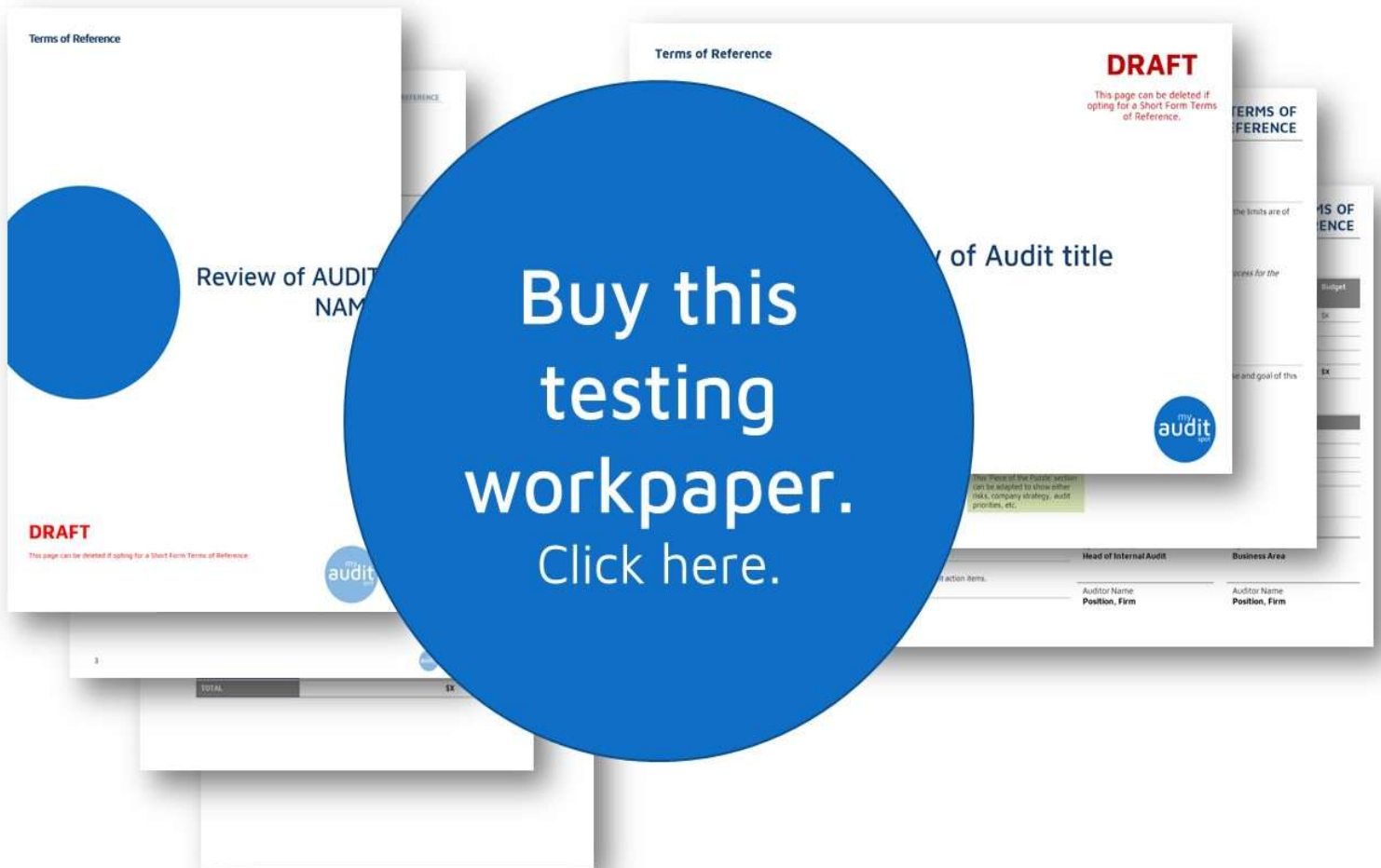
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3.1. Objective 1

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TESTING WORKPAPER

Workpaper Title

Review	Review name	WP Ref	###
Prepared by	Auditor name	Date prepared	Date
Reviewed by	Reviewer name	Date reviewed	Date

TESTING WORKPAPER

Workpaper Title

Scope

As per the Assignment Plan, this workpaper relates to the following scope section:

Scope	Activity	Balance	Population	Sample Size
A	Copy from the Assignment Plan / Audit Program			Refer to Methodology

TESTING WORKPAPER

Purpose / Objective

The purpose / objective of this workpaper is to:

- State what you are going to test in this workpaper.

This workpaper will assess both the Design and Implementation of Effectiveness of the Control.

OR (where performing an audit of a financial balance)

The purpose / objective of this workpaper is to:

- State what you are going to test in this workpaper.

This workpaper is addressing the following audit assertions:

C	E	A
Completeness	Existence	Accuracy

TESTING WORKPAPER

Financial Statement Line Item

Financial Statement Line Item	Balance as at Date
Financial Statement Caption	DATE

Sample

Our sample has been selected in accordance with our Internal Audit

For test of controls

Nature of control	Occurrence
Manual	Daily
Semi-Automated	Weekly
Automated	Monthly
	Quarterly
	Annually
	Ad-hoc

audit

Page 2

1 testing (the implication (risk) as a result of what we found.

audit

Page 3

Document the outcome of this observation. Did it make the report? If so, state the report finding ref. If not, state why it did not make the report.

audit

Page 4

4.1. Findings and Actions

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Review of **AUDIT NAME** **FINDINGS AND ACTIONS WORKSHOP**

Review	Review name	WP Ref	****
Topic	Findings and Actions Workshop		
Date and Location	Meeting Date Meeting Location		
Business Area	Name of Business Area		
Attendees	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;
3. Discuss the next steps.

1. Status of our review

Phase	Status	Comments
Planning	Complete	Planning was completed in Month Year
Fieldwork	In progress	Terms of Reference was issued via email on DD Month Year
Reporting	Not started	Fieldwork is complete, pending outcome of DD Month Year

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
1	<i>This can all be copied and pasted from the Potential Issues List document.</i>	
2		
3		
4		
5		

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**.

Page 2 

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4.2. Close Out Meeting

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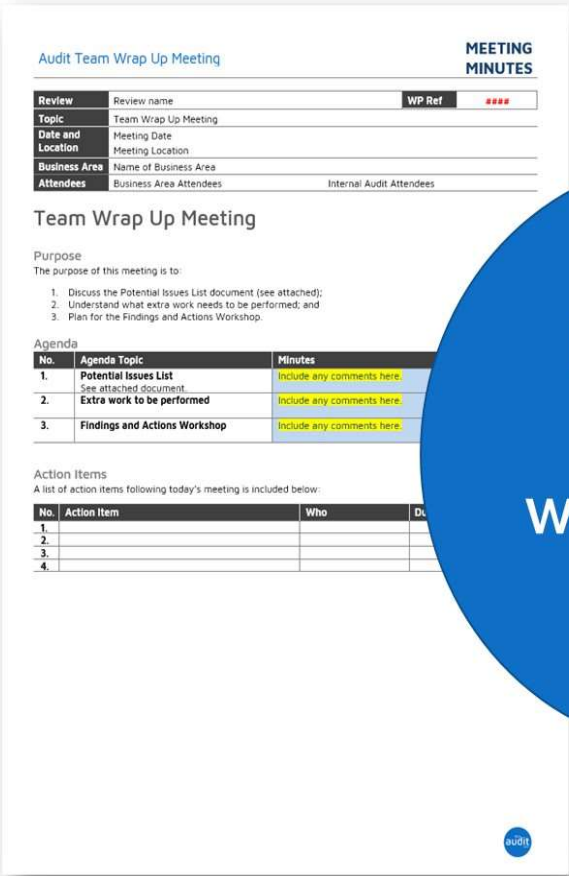
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4.3. Draft Report

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Internal Audit

Review of Audit title
Date, Year

Executive Summary

Critical	High	Medium	Low	Insufficient
1	1	1	1	1

Audit Outcomes

Rating	Description	Recommendation	Due Date	Responsible Officer
1	Item 1	Quick remediation	Done	Done
2	Item 2	Quick remediation	Done	Done
3	Item 3	Quick remediation	Done	Done
4	Item 4	Quick remediation	Done	Done
5	Item 5	Quick remediation	Done	Done

Buy this testing workpaper. Click here.