Audit Project Canvas

AUDITBOARD

Project Name:

Canvas Completion Date:

Business Strategy | Objectives

- How does the business area align with the Corporate Strategy?
- What are the business' objectives?
- What are some current business initiatives?
- Relevant business metrics?
- Concerns raised by the business?
- Issues identified by the business?
- Business initiatives to resolve?

Guidance

» Interviews with Executive Accountable and key business area stakeholders to understand the business and the current state
» Business process narratives / flowcharts
» Internal management reports
» Revenue / Expenses; Costs to Operate
» Geographical Distribution
» Prior internal / external reports
» Self-reported issues of business and current initiatives

Project Drivers

- Why is it on the audit plan (i.e. drivers from the risk assessment)?
- Why is this project important to the business?
- What is the value-add (relevance) to the enterprise?
- Relevant instances of errors, fraud, non-compliance, ethical and other exposures?

Guidance

» Understanding of the control environment
» Internal / External influences
» Qualitative and / or Quantitative
» Alignment / Misalignments with business strategy, goals and / or objectives
» Alignment with business area risk

Project Objectives

- What will this project accomplish?
- What are the concludeable areas for the project?
- What are we solving for?
- What questions will be answered at the end of the review?

Guidance

» Derived from pre-planning activities and aligned with Key Stakeholder expectations

Project Timeline

- Sprint Time-box
- Audit Timeline
- Other Target Dates

Guidance

» Project beginning and end dates
» Length / Timing of Sprints
» Roadmap Highlights
» Final project deliverable date

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Project Scope

- What is needed to achieve the project objectives?
- What is excluded from the project?

Guidance

» Applicable business areas (sub-processes)
» Business Policies & Procedures
» Laws & Regulations
» Data / Transactions
» Timing
» Locations

Project Administration

- Business dependencies (Key PBCs, system access, SME support, etc)
- Store/Club visits
- Stakeholder availability / meeting schedule commitment
- Project Type

Guidance

» System Access
» Subject Matter Expert Support
» Store / Club Visit timing
» Agree to meeting cadence with Stakeholder(s)
» Assurance or Advisory
» ACP or Non ACP

Key Stakeholders

- Executive Accountable - Who is most concerned about the value of the project?
- Cross-functional Executive(s) - What other functions will be most impacted?

Guidance

» Executive Accountable ** (Officer 1 person removed from the EC)
» Other cross-functional stakeholders

Project Team

- Project Owner
- Scrum Master
- Scrum Team

Guidance

» Finance / Operations / IT / Compliance
» Data Analytics
» Global Functional Team
» Business Area Subject Matter Expert

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Project Team Roles and Responsibilities

- Identify Project Owner (Project Leader), Project Supervisor, Project In Charge, and Staff.

Guidance

» Define project roles and responsibilities of the members of the Audit Scrum Team

Key Milestones

- Delivery of Initial Project Canvas
- Delivery of Epic POV
- Key Stakeholder meetings
- Final Report Issuance

Guidance

» Aligns with the Project Road Map
» Highlights key meetings
» Target Report Issuance Date

Cross-Functional Impact

- Key IT systems / reports supporting and / or monitoring the business process?
- Implications of change?
- Compliance considerations?
- Financial Reporting/Impact?

Guidance

» Compliance elements
» Data Available/Reports Used
» Exception Reports
» Financial Impact
» Operational Impact
» Global Functional Team Involvement
» Cross Business Area Impact

Project Budget

- Scheduled Hours
- Budgeted Hours
- Travel Budget

Guidance

» Scheduled and budgeted hours
» Total Travel Budget when applicable provides insights of travel budget by location or by spend category, etc.

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Prior Project Knowledge

- Prior Audits
- Open/Pending Findings from Prior Audits

Guidance

» **Identify prior audit relevant to the project**
» **Review the open / pending findings report to identify relevant open / pending findings**

Data & Data Analysis

- Is there data that should be considered for analysis and evaluation?
- What data is available?

Guidance

» **Transactional**
» **Financial**
» **Operational**

NOTES: