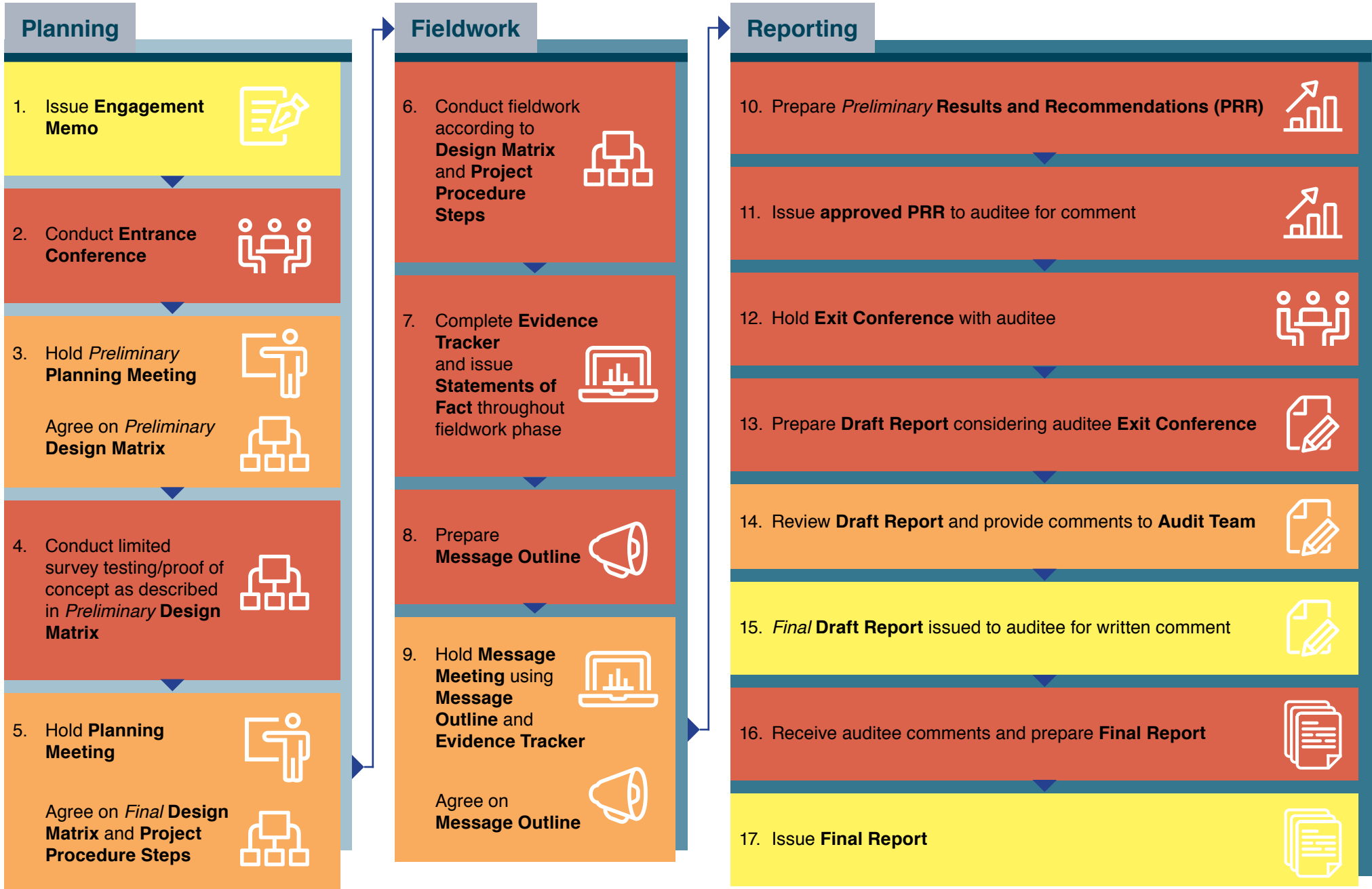




AUDIT PROJECT KEY PROCESSES AND DELIVERABLES

OVERALL FLOW



1 AUDIT PROJECT KEY PROCESSES AND DELIVERABLES

PLANNING (3-4 MONTHS)

Planning Deliverables

Preliminary Resource Request
Engagement Memo

Design Matrix
Planning Document Package (PD)

1. Audit Director (AD) /Audit Manager (AM) prepare **Preliminary Resource Request** (email to OAO and initiate project in Football).
2. AD/AM prepare **Engagement Memo** – should be issued within **two weeks** of date project is established in TeamMate.
3. Audit Team, holds **Entrance Conference** with Department officials.
4. Audit Team conducts research and begins **Design Matrix** development – consult with other experts (statistician, Data Analytics, OLS, OCPR, OI) as needed.
Meet with GAO Center of Audit Excellence (CAE) – Team should consider meeting with GAO to discuss project and proposed Design Matrix¹

5. Audit Team meets with AIGA, DAIGA, OPR, other experts (statistician, Data Analytics, OLS, OCPR, OI) as needed, to discuss **preliminary Design Matrix** (Preliminary Planning Meeting) **NLT three weeks** after **Engagement Memo** issuance. **Three days** prior to the Preliminary Planning Meeting, AD will submit the **preliminary Design Matrix** to all parties attending the meeting.
Meet with GAO CAE – Team should consider meeting with GAO to review and discuss proposed Design Matrix prior to Preliminary Planning Meeting
6. Team will submit updated **Design Matrix** to the DAIGA and AIGA for approval **three business days** after the Preliminary Planning meeting.
7. Audit Team executes **limited survey tests/proof of concept** as necessary and as described in the **preliminary Design Matrix**.

8. Audit Team develops **Planning Document (PD)**, which includes, Background, Key Criteria, Known Issues, Objective/Sub-Objective Development, Design Matrix, Project Procedure Steps Matrix, Overall Project Milestones, Specific Project Milestones, Staff Resources and Proposed Travel.

9. Audit Team presents **proposed PD** to DAIGA.

10. Planning Meeting - Audit Team meets with AIGA, DAIGA, OPR Director and Editor, Visual Communications, other experts ((statistician, Data Analytics, OLS, OCPR, OI) to present **proposed PD, Project Procedure Steps**, and, **Resources and Milestones** (to include dates for fieldwork status progress meetings set for 25%, 50%, 75% of fieldwork completion days. **Three days prior** to the Planning Meeting, AD will submit the **proposed PD** to all parties attending the meeting.
Meet with GAO CAE – Team should consider meeting with GAO to review and discuss PD prior to planning meeting

11. AD obtains **PD** approval by AIGA and all parties at the planning meeting. **PD** approval will include signature page for all parties.

12. Set up TeamMate procedure steps based on approved **PD**.

¹ The meetings with GAO CAE are not a permanent part of the process. Consider scheduling meetings with GAO CAE as early in the process as the team believes would be most beneficial. The resource of the GAO CAE is to assist the team in **preparing** for the planning and report message meetings, not as a substitute for these meetings, which are held solely with OIG staff.

2 AUDIT PROJECT KEY PROCESSES AND DELIVERABLES

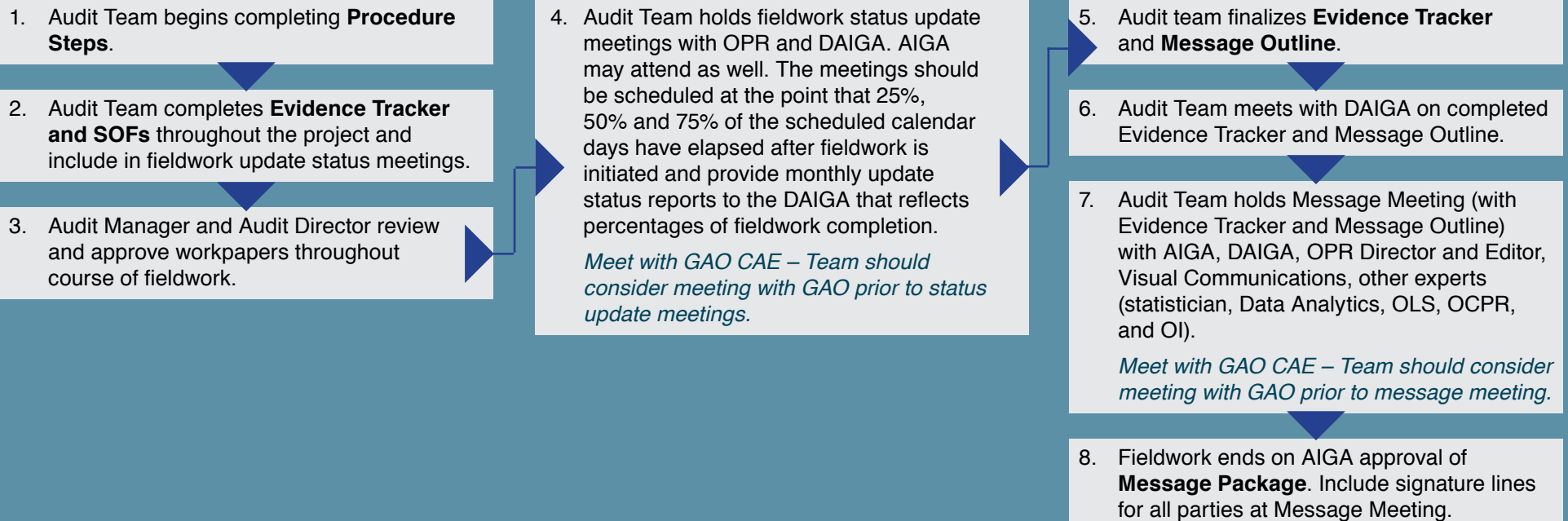
AUDIT FIELDWORK (4-5 MONTHS)

Fieldwork Deliverables

Evidence Tracker

Statements of Fact

Message Package (Message Outline and Evidence Tracker)



3 AUDIT PROJECT KEY PROCESSES AND DELIVERABLES

REPORTING (3-4 MONTHS)

Reporting Deliverables

Preliminary Results and Recommendations

Draft Report

Final Report

