

Appendix G Engagement Plan Template

1. Audit Title:

[Insert audit name, e.g. "Review of Payroll Management Controls"]

2. Engagement Reference Number:

[Assign unique identifier, e.g. IAU/2025/03]

3. Background and Context:

[Summarise the purpose and operational importance of the area under review, including recent changes, risks, known concerns, or relevant legislation.]

4. Audit Objective(s):

[Clearly state what the audit seeks to achieve. Objectives must be specific and measurable.]

5. Audit Scope:

[Define the boundaries of the audit — what is included, what is excluded, the period under review, and geographical or system limitations.]

6. Audit Criteria:

[List the policies, laws, procedures or performance benchmarks against which the audit will assess compliance and effectiveness.]

7. Key Risks and Rationale for Audit:

[List the main risks identified through the risk assessment process that justify this engagement. Include linkages to the agency's strategic or operational risk register if relevant.]

8. Methodology and Approach:

[Describe how the audit will be conducted — interviews, document reviews, sampling, walkthroughs, data testing. Clarify sampling method and tools.]

9. Resources and Audit Team:

- Team Leader: [Name and designation]
- Team Members: [Names and roles]
- Estimated person-days: [Total number]

- Specialist inputs (if required): [IT, legal, engineering, etc.]

10. Fieldwork Start and End Dates:

Start: [Insert date]

End: [Insert date]

11. Reporting Timeline:

- Draft report: [Date]
- Exit meeting: [Date]
- Final report: [Date]

12. Stakeholder Engagement Plan:

[List the divisions or units to be consulted, management contact persons, and communication approach. Include plan for opening and exit meetings.]

13. Confidentiality and Access:

[Confirm that audit staff will have unrestricted access to records, staff and systems in accordance with the Internal Audit Charter. State that all information will be handled confidentially.]

14. Approval and Endorsement:

Prepared by:

Name: _____

Title: _____

Date: _____

Approved by Head of Internal Audit:

Name: _____

Signature: _____

Date: _____

Acknowledged by Departmental Head:

Name: _____

Signature: _____

Date: _____