



Audit Project Management

How to plan and deliver an audit project

17-18 October 2011

Earn 16 PDUs and 16 CPEs



HELLENIC AMERICAN UNION
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Overview

Every audit job, whether a planned audit, a new business process, or a special investigation, is a project in its own right. The strategic audit plan is a program of projects. Auditors need to understand and be able to apply program and project management techniques to their work.

Using project management tools is more than simply allocating time or recording. It requires an understanding of objectives and resource management as well as target achievement, some of which may be outside the direct control of the auditor. The project plan needs to incorporate how the audit interacts with and in some cases depends on other areas of the business. This workshop will deal with project management techniques in the context of the audit life cycle.

The workshop uses a case study to reinforce the theoretical aspects. To reinforce the theory that is presented in class, the course uses case studies that require participants to apply project management techniques to the strategic and tactical audit of a world-wide resource monitoring and billing system. Participants will be working in syndicate groups of four or five.

Learning Objectives

At the end of the workshop the delegates will be able to apply project management techniques to audit at both the strategic and the tactical level. They will be able to:

- Identify their role as auditors when managing, implementing or participating in any part of an audit project
- Understand the difference between a strategic audit plan and an individual audit project
- Specify audit goals and deliverables for the different types of audit project
- Plan an audit program or project
- Estimate resources and cost
- Identify key performance indicators
- Monitor the phases of an audit project
- Use monitors and early warning indicators
- Produce relevant progress reports
- Confront any challenges during the audit project
- Identify and resolve problems during the project

This course grants 16 PDUs and 16 CPEs



The instructor

Dr. John Mitchell
Managing Director
LHS Business Control

John Mitchell is an international authority on corporate and IT governance, the management of audit departments and the impact of regulatory and compliance issues on the delivery of assurance services. He has presented papers on these subjects at many international conferences and was recently awarded ISACA's prestigious John Kuyers award for best conference contributor.

Within the UK, he runs regular seminars on IT governance, the problems associated with the development and provision of computer systems and the detection and prosecution of computer criminals.

He is a Chartered Engineer, Chartered Information Technology Professional, a Certified Fraud Examiner, a Certified Information Systems Auditor, a Fellow of the Institute of Internal Auditors (UK) and a Fellow of the British Computer Society where he is a member of its governing Council. He was recently awarded ISACA's new qualification, Certified in the Governance of Enterprise IT (CGEIT).

He has over 30 years practical audit experience and an international reputation for advising organisations on their governance strategies and associated methodologies. This is coupled with a strong academic background, which includes research, extensive publications and teaching at the post-graduate level.

John has been an expert witness in a number of high profile UK criminal cases and has been featured in IT Detective, a major British computing publication.

His doctorate in risk analysis techniques was awarded by City University, London, England. His MBA in financial control was awarded, with distinction, by Middlesex University, England.

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Topics

The challenges

- The role of audit
- Delivering on time, on budget
- Delivering what is required
- Within audit's control
- Outside of audit's control
- Strategic program
- Tactical project

Group work: Scope exercises (strategic and tactical)

The Audit project

- Type of audit project
- Assurance
- Conformance
- Performance
- New process
- Investigation

Estimation

- Audit staff time
- Client staff time
- Travel time
- Expenses

Group work: Recovery Rate Exercise

Project components

- Planning
- Fieldwork
- Reporting
- Follow-up

Group work: Staffing Exercise

Resolving issues within the audit project

- Embedded monitors
- Early warning indicators
- Resolution

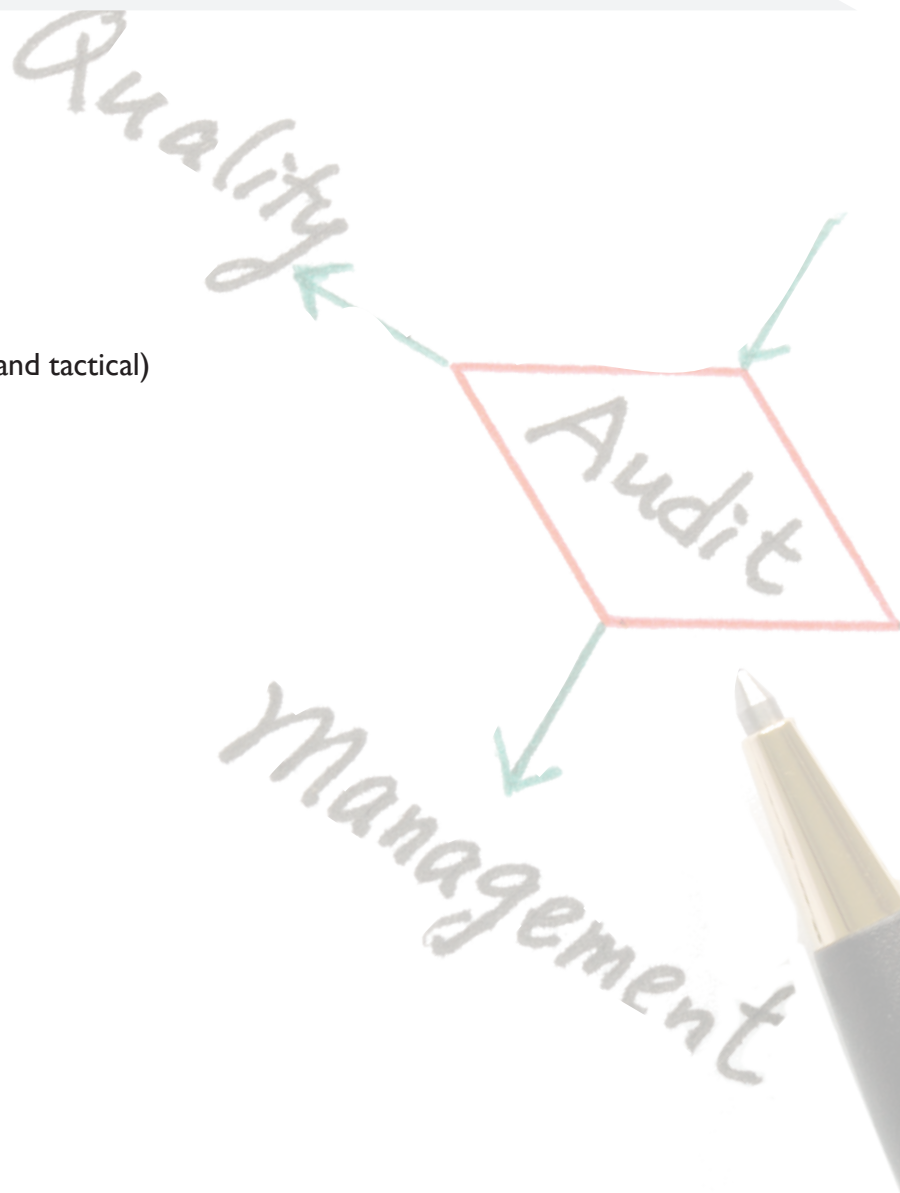
Group work: Change exercise – dealing with unforeseen changes requested by the client

Group work: Change exercise – changes in scope

Project Reporting

- Key concepts
- What really matters?
- Frequency

Group work: Reporting exercise



Target Audience

Audit Managers, IT Audit Managers, IT Managers, Compliance Officers, Regulators, Senior Auditors and others involved in the audit planning and delivery process.

Registration Form

I wish to register for the

Audit Project Management

17-18 October 2011

Course Fees: € 750 - **Early bird Fee until 9 September: € 590**

ISACA/(ISC)²/PMI/IPMA members: € 690

In order to guarantee a place on the course, delegates are kindly requested to at least 10 working days prior the course starts. Please send this registration form to HAU fax nr. 210-3633174.

Course fees include tuition documentation, course material, lunch and refreshments. An invoice will be sent upon receipt of registration form. Please note that payment must be received prior to the course start.

Personal Details (Please print clearly)

Family Name: _____ First Name: _____
Company: _____ Position/Title: _____
Address: _____
City: _____ Postal Code: _____
Tel.: _____ Fax: _____ E-mail: _____

Invoice Details

Company Name: _____ Area of Business: _____
Address: _____
City: _____ Postal Code: _____
Tel.: _____ Fax: _____
Tax Id. Nr.: _____ Tax Registration Office: _____

I/We understand and accept the registration and cancellation policies and procedures, and the protection of personal and credit card data policy.

Signature/company seal _____ Date _____

Payment Details

Payments are made to the Hellenic American Union: by credit card, by cheque made payable to Hellenic American Union or bank deposit: For bank deposit/transfer information please contact the Hellenic American Union.

Please always quote the invoice number which you will receive once you have registered, or alternatively please quote your company's name or the delegates name in the transfer instructions.

Payment Method

Please invoice my company

Cheque

Bank Deposit/Transfer

Please charge my credit card:

Visa

Mastercard

Cancellation Policy

Payment is due upon registration. Delegates who cancel after registration, or who don't attend, are liable to pay the full course fee and no refunds can be given. A replacement is always welcome.

Disclaimer: Hellenic American Union reserves the right to change or cancel any part of its published programme due to unforeseen circumstances.

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