

Course Description

The first necessity in performing risk-based auditing is developing a comprehensive audit plan. This session will include the process for developing and implementing a risk-based assessment/audit planning process. Attendees will be provided with key information and examples to assist them in developing/improving their current risk assessment/audit planning process. Also, with the role of auditors continuing to become more complex and demanding the efficient/effective use of audit resources continues to be more important. Participate in this seminar to better understand tools, techniques and approaches that will provide a framework to address the following.

- Identify primary risks
- Develop a comprehensive audit plan
- Better manage audit projects.

Audit teams must conduct their work efficiently and effectively to facilitate optimum audit coverage and quality. The importance of audit project/engagement is essential to effectively implement risk-based audit. Finally, the course will be interactive and provide opportunities for you to practice what you learn.

In this training, we will discuss the following important issues:

- Why & how to perform risk-based auditing
- Definitions of risk related areas
- Applicable professional standards
- High-level overview - COSO Framework
- Developing a risk assessment process
- Risk assessment/audit planning process
- Why projects get out of control
- Characteristics of a well-managed project
- What is scope creep and how to minimize the impact
- Annual risk assessment
- Realistic audit objectives
- Audit engagement risk assessment (risk matrix)
- Communication & coordination with other audit, compliance, risk management, security, etc. areas (Combined Assurance)

Learning Objectives

- Learn important aspects of a strong risk assessment/audit planning process
- Identify applicable standards related to risk assessment and audit planning
- Review the COSO risk management framework
- Highlight & understand challenges & opportunities in the information gathering process
- Steps/process for risk assessment/audit planning that include the total audit universe

- Share methods/approaches to communicate audit planning process results for review/approval
- Use of the results of the annual risk assessment to facilitate performance of risk-based audits
- Learn how to conduct risk-based audits
- Learn the phases of an audit project and the important steps in each phase
- Understand how to plan an audit project for success
- Highlight and review the primary reasons for scope creep and what can be done to minimize the impact
- Identify key audit project controls and learn how to use them for project success
- Provide and review tools, techniques and approaches that can be used throughout the audit process by the team leader, management and staff
- Understand the why, when, where, how and how much of audit project monitoring & oversight
- Share/receive tips, lessons learned & leading practices for consideration/use by participants
- Provide a list of resources/reference materials for future use

You will leave this seminar able to:

- Perform risk-based audits
- Develop/improve your risk assessment/audit planning process
- Understand key risk related definitions
- Report/communicate your audit plan
- Perform more efficient & effective audits
- Manage audit projects/engagements efficiently/effectively
- Minimize scope creep
- Manage leadership engagement expectations
- Understand your strengths & opportunities for further development

Who Should Attend

- Internal audit staff and management

Prerequisites:

Auditors with at least 2 years' experience in order to draw upon their professional audit experience.

Level: Intermediate

Field: Auditing

CPE Credits: 16 (800 minutes) 2 - Day

Delivery Method: Live – Group

Course Outline

- Risk-based auditing – why, what & how
- Risk assessment process (includes development of an audit universe)
- COSO Framework
- Applicable standards & guidance
- Examples of forms to facilitate the process risk assessment/audit planning process
- Gathering risk information

- Summarizing & reporting risk assessment results
- Developing the audit plan
- Reasons for out of control projects
- Scope creep what is it? Why does it happen? What can be done to minimize it from occurring?
- Team leaders & staff knowledge, skills & abilities
- Phases of an audit project (what should occur in each phase to promote success)
- Important tools, techniques & approaches (high-level discussion, with examples on the use of automated tools)
- Performance expectations (measures, budget to actual audit hours, time reporting, time-boxing, etc.)
- Key controls
- Staff procedures & training
- Examples to reinforce the monitoring/oversight process
- Reporting
- Project post-mortem review
- Tips, tools, lessons learned & approaches to facilitate the risk-based auditing process(es)
- Resources/reference materials list for future development personal & staff development

Exercises/Case Studies will be used to reinforce the learning process. Examples of exercise/case studies areas follow.

- Risk Assessment/Audit Planning Process
- Risk Assessment Information Gathering
- Audit Planning Process & Reporting the Results
- Audit Project/Engagement Planning
- Engagement Planning – Risk Matrix
- Testwork
- Challenges in Reporting Audit Results
- Scope Creep
- Project Controls
- Project Completion – What is Success?
- IA Project – Post Mortems/After Action Reviews