PROJECT AUDITING AND REVIEW

UNIT CODE: BUS/CU/PM/CR/07/6/A

Relationship to Occupational Standards
This unit addresses the unit of competency: audit and review Projects
Duration of Unit: 180 hours

Unit Description
This unit covers the competencies required to audit and review projects. It involves developing audit plan, developing audit tools, developing audit budget, conducting audit, following up on audit recommendations and conducting project review.

Summary of Learning Outcomes
1. Develop audit plan
2. Develop audit tools
3. Develop audit budget
4. Conduct audit
5. Follow-up on audit recommendations
6. Conduct project review

Learning Outcomes, Content and Methods of Assessment

Learning Outcome	Content	Methods of Assessment
1. Develop audit plan	• Components of audit plan • Format of audit plan	• Oral questioning • Written tests

2. Develop audit tools	• Meaning of audit tools
	 • Types of audit tools
	    o Questionnaires
	    o Interview guides
	    o Observation guidelines
	    o Documentation templates
	 • Development of audit tools
	 • Application of audit tools
		• Oral questioning
		 • Written tests
		 • Case study

3. Develop audit budget	• Meaning of budget • Budgetary/expenditure items • Criteria for allocation of funds • Budget preparation	• Oral questioning • Written tests • Case study

Learning Outcome	Content	Methods of Assessment
	• Preparation of audit budget versus actual analysis report	

4. Conduct audit	• Audit procedures
	  o Preliminary analytics
	  o Substantive procedures
	    ▪ Document review
	    ▪ Interviews
	  o Final analytics
	  o Close out procedures/ conclusion
	• Audit review meetings
	  o Entrance meetings
	  o Show-me meetings
	  o Progress meetings
	  o Exit meetings
	• Audit report writing
	  o Financial statements
	  o Audit opinion
	  o Management letter/ internal control report
		• Oral questioning
		• Written tests
		• Case study

5. Follow-up on audit recommendations	• Audit recommendation implementation schedule • Monitoring of implementation recommendation • Impact of implementations	• Oral questioning • Written tests • Case study

6. Conduct project review	• Types of project review
	• Project review parameters
	  ✓ Trends
	  ✓ Variances
	• Project review tools and methodology
	• Project review teams
		• Oral questioning
		• Written tests
		• Case study

Suggested Methods of Instruction
- Instructor led facilitation of theory

- Demonstration by trainer
- Field work by the trainee
- Field trips
- Viewing of related videos
- Expert guest speakers
- Case studies

Recommended Resources
- Computers with relevant software and applications
- Communication devices
- Recorders
- Internet
- Cameras
- Stationery
- Transport means
- Sample documents
    - Project plan
    - Proposals
    - Sample M&E reports
    - Relevant legislations and M&E guides