AUDIT AND REVIEW PROJECTS

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

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.

ELEMENTS AND PERFORMANCE CRITERIA

ELEMENT These describe the key outcomes which make up workplace function	PERFORMANCE CRITERIA These are assessable statements which specify the required level of performance for each of the elements. *Bold and italicized terms are elaborated in the Range*
1. Develop audit plan	1.1 Audit objective is defined as per the project scope. 1.2 Audit scope is defined as per the audit objective. 1.3 *Audit Criteria* is determined as per the audit objective. 1.4 Audit team composition is determined as per the *audit scope*. 1.5 Audit team is appointed as per the audit scope. 1.6 Roles and responsibilities of the audit team are defined and assigned as per the audit objective and audit scope.
2. Develop audit tools	2.1 *Audit tools* are identified as per the audit objective and audit scope. 2.2 Audit team is trained on audit tools development and application as per the audit objective. 2.3 Audit tools are developed/acquired as per the audit scope and objective.
3. Develop audit budget	3.1 *Budget requirements* are defined and computed as per the audit scope. 3.2 Control procedures are put in place for budget tracking and monitoring as per the audit budget. 3.3 Corrective action is implemented as per the standard operating procedures.
4. Conduct audit	4.1 *Audit procedures* are conducted as per the audit plan. 4.2 Audit report is prepared and presented to project management and other stakeholders as per the organization's standard operating procedures. 4.3 Comments from project management and stakeholders are incorporated in the audit report as per the standard

		operating procedures.
		4.4 Final project audit report is shared as per the standard operating procedures.
5.	Follow-up on audit recommendations	5.1 Follow-up action is agreed upon.
		5.2 Status of implementation of audit recommendations is assessed as per the audit plan.
6.	Conduct project review	6.1 *Type of review* to be conducted is determined as per the project plan.
		6.2 Project review objective is determined as per the project plan
		6.3 Review *parameters* are determined as per the project objective.
		6.4 Project *review team* is identified as per the scope under review.
		6.5 Project review participants/stakeholders are identified as per the review parameters.
		6.6 Project review plan is developed as per the project review parameters.
		6.7 Project review tools and methodology is determined as per the review parameters.
		6.8 Review is conducted as per the review plan.
		6.9 The results of the review are documented and disseminated as per the standard operating procedures.
		6.10 Lessons learnt are documented as per the standard operating procedures.

RANGE

This section provides work environments and conditions to which the performance criteria apply. It allows for different work environments and situations that will affect performance.

Variable	Range
1. Audit scope may include but not limited to:	• Boundaries/limitations within which a project audit is conducted: such as the functions to be audited, • Geographical location of the audit • Functional boundaries/sections to be audited
2. Audit objective may include but not limited to:	• The purpose for which the audit is conducted such as to check the level of compliance to given standards and requirements.

3. Audit procedures may include but not limited to:	• Audit meetings • Document review • Interviews • Observations	
4. Audit Criteria may include but not limited to:	• Project plan • Project deliverables • Organisation's standard operating procedures and guidelines • Legal and regulatory requirements • International standards IFRS (International Financial Reporting Standards) • Specific donor or financier standards or requirements	
5. Audit tools may include but not limited to:	• Software • Questionnaires • Audit checklists	
6. Budget requirements may include but not limited to:	• Finances, • Human resources/personnel, • Hardware • Software • Time	
7. Type of review may include but not limited to:	• Project phase review • End of project review	
8. Parameters may include but not limited to:	• Project schedule/timelines • Scope • Budget • Deliverables • Risk control and mitigation	
9. Review team may include but not limited to:	• 3rd party • Project team • Peer review team	

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit of competency.

Required Skills
The individual needs to demonstrate the following skills:

- Problem solving skills
- Interpersonal skills
- Decision making skills
- Report writing
- Time management skills
- Communication
- Analytical skills
- Basic ICT
- Data collection
- Budgeting
- Planning and organizing

Required Knowledge

The individual needs to demonstrate knowledge of:

- Guidelines and standards in audits and reviews (International Standards on Auditing (ISAs), Kenya's Generally Accepted Auditing Standards (GAAP), Auditing guidelines as issued by the Institute of Certified Public Accountants of Kenya (ICPAK) and the Kenya Companies Act)
- Auditing methodologies
- Auditing software and other tools
- Preparing and monitoring audit budgets
- Legal and statutory guidelines on audit requirements (thresholds, frequency, filing, approved/ licensed service providers, rotation, professional bodies)
- Responsibility of shareholders, management, auditor and other stakeholders in the audit cycle
- Responding to and action on audit reports and recommendations arising out of audit
- Conflict resolution and handling material disagreements during the audit cycle
- Management responsibility in relation to prevention, detection and reporting of fraud
- Data collection methods and tools
- Data analysis
- Data cleaning
- Report writing
- Report dissemination
- Conducting meetings
Team management
Change management

EVIDENCE GUIDE

This provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge and range.

1.	Critical aspects of competency	Assessment requires evidence that the candidate: 1.1 Developed audit plan and budget 1.2 Utilized audit tools 1.3 Conducted audit 1.4 Prepared audit report
2.	Resource implications	2.1 Reprography facilities Telecommunication equipment Stationery
3.	Methods of assessment	Competency in this unit may be assessed through: 3.1 Written tests 3.2 Interviews 3.3 Third party reports
4.	Context of Assessment	Competency may be assessed: 4.1 On-the-job 4.2 Off-the –job 4.3 During Industrial attachment
5.	Guidance information for assessment	Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.