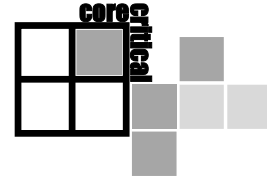


project audit



Scope Management Audit

- **Work Breakdown Structure Review:**
understand the project overall scope and review the WBS for the project. If a WBS is not available, discuss with the team and prepare a macro level WBS for the project showing the various work packages.
- **Drawings Review:**
review the drawings list for the project. Check on availability of drawings for the work in progress, and check if revision control for the drawings is being exercised.
- **Procurement review:**
review procurement status for the project, compile status of awarded work and work to be awarded.

Time Management Audit:

- **Project Schedule Audit:**
review project schedule, check for alignment of schedule with the WBS.
assess if progress of work is in line with the project schedule, and if there an explanation for the variance discuss with the team, and overhaul the project schedule to align it to the project WBS, and completion deadlines. Define intermittent milestones to make the schedule easy for monitoring.
include constraints and procurement deadlines in the schedule.
- **Milestone List Audit**
review milestones for the project, and prepare an updated MILESTONE LIST for the remainder of the project.
- **Project Micro-schedules:**
discuss project micro-schedules with the team, and how to prepare and monitor.

Audit Cost Management:

- **Project Cost Audit:**
review project cost, cost of various packages awarded, and packages yet to be awarded. Compare the project cost with Project budget (if available) and determine variances. Discuss with the team for reasons for the variances.
- **Cost Variances:**
check if awarded packages are likely to have any significant variation in cost (usually the confirmation comes from the consultants).
check on project cost contingency and available contingency.

Audit Communication

- **Project Status Reports**
review current report formats for relevance of information and for consistency of reporting.
suggest revision to the project report format or tweaks to improve on the reporting.
- **Manpower Reporting**
check on how labour deployment records are maintained. Assess if the record collection and reporting is providing any value add to the project monitoring.
suggest revision to the project report format or tweaks to improve on the reporting if required.