

Creating an Internal Audit Plan

Last Modified on 01/23/2025 3:27 pm EST

Overview

An Audit Plan is a container that stores similar Internal Audit Projects (e.g., projects within the same fiscal year). The Audit Plan allows you to set up a plan for the coming year and allocate resources.

User Account Requirements

The user account used to log into Resolver must be added to the Internal Audit Team user group.

Required Information/Setup

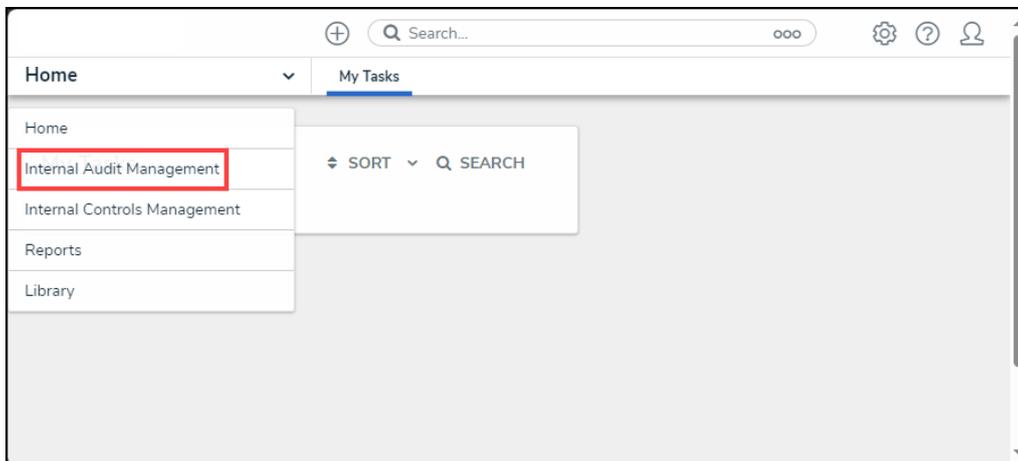
Please follow the link below for instructions on **Creating a User Group** and **Adding a User to a User Group**:

- [Creating a New User Group](#)
- [Adding a User to a User Group](#)

Please refer to the [Activating an Audit Plan](#) article for further information on activating an Audit Plan in a Draft state.

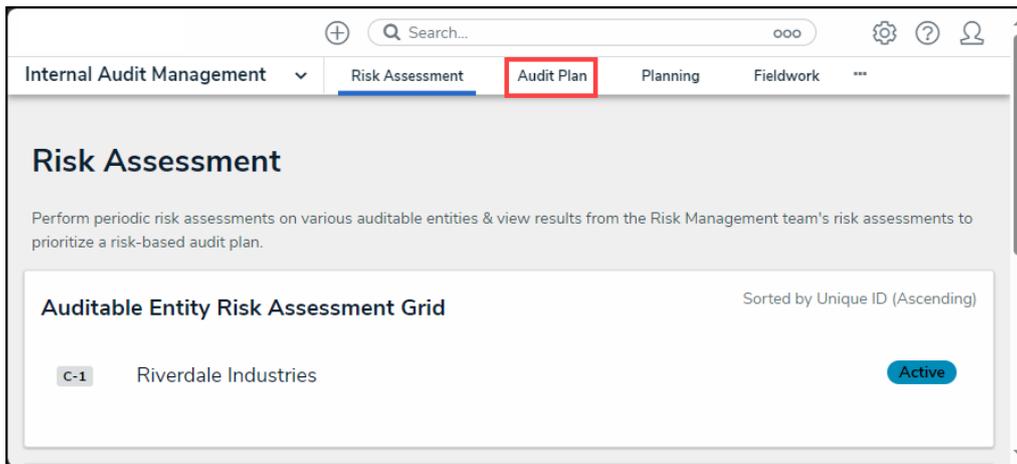
Navigation

1. From the **Home** screen, click the **Home** dropdown and select the **Internal Audit Management** link.



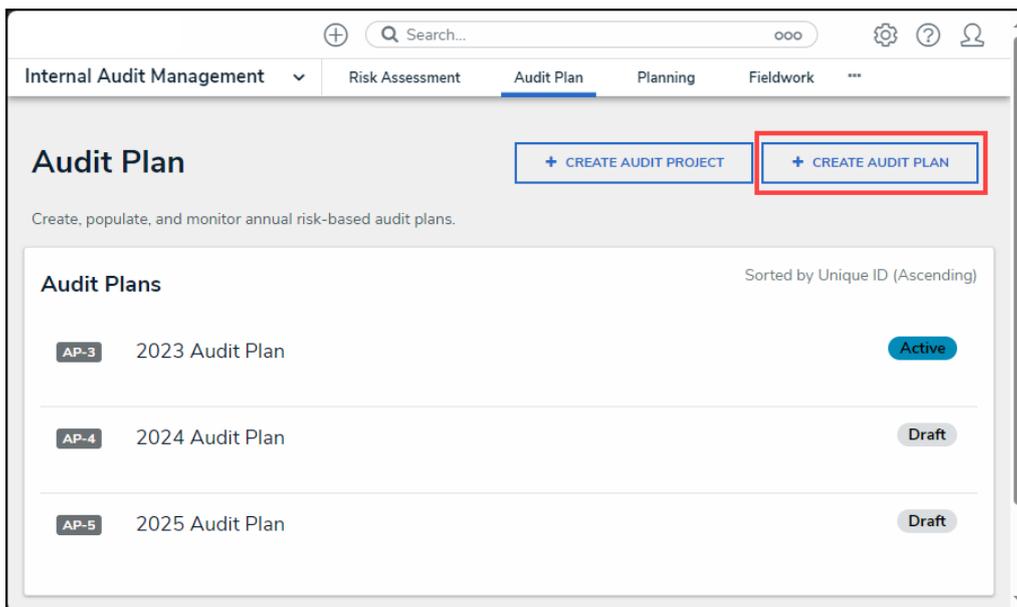
Home Dropdown

- From the **Risk Assessment** screen, click on the **Audit Plan** tab.



Audit Plan Tab

- From the **Audit Plan** screen, click on the **Create Audit Plan** button.



Create Audit Plan Button

Create an Audit Plan

- From the **Create a New Audit Plan** screen, enter the Audit Plan Name in the **Name** field. The Audit Plan Name identifies the Audit Plan throughout the system and used within reporting.

The screenshot shows the 'Create a New Audit Plan' form in the 'Internal Audit Management' system. The form is titled 'Create a New Audit Plan' and has a breadcrumb trail: 'Internal Audit Management > Risk Assessment > Audit Plan > Planning > Fieldwork > Reporting'. The form contains the following fields: 'Audit Plan Name' (text input, highlighted with a red box and containing '2024 Internal Audit Plan'), 'Description' (text area), 'Start Date' (calendar dropdown), and 'End Date' (calendar dropdown). At the bottom, there are 'CREATE' and 'CANCEL' buttons. A user profile icon and a search bar are visible in the top right corner.

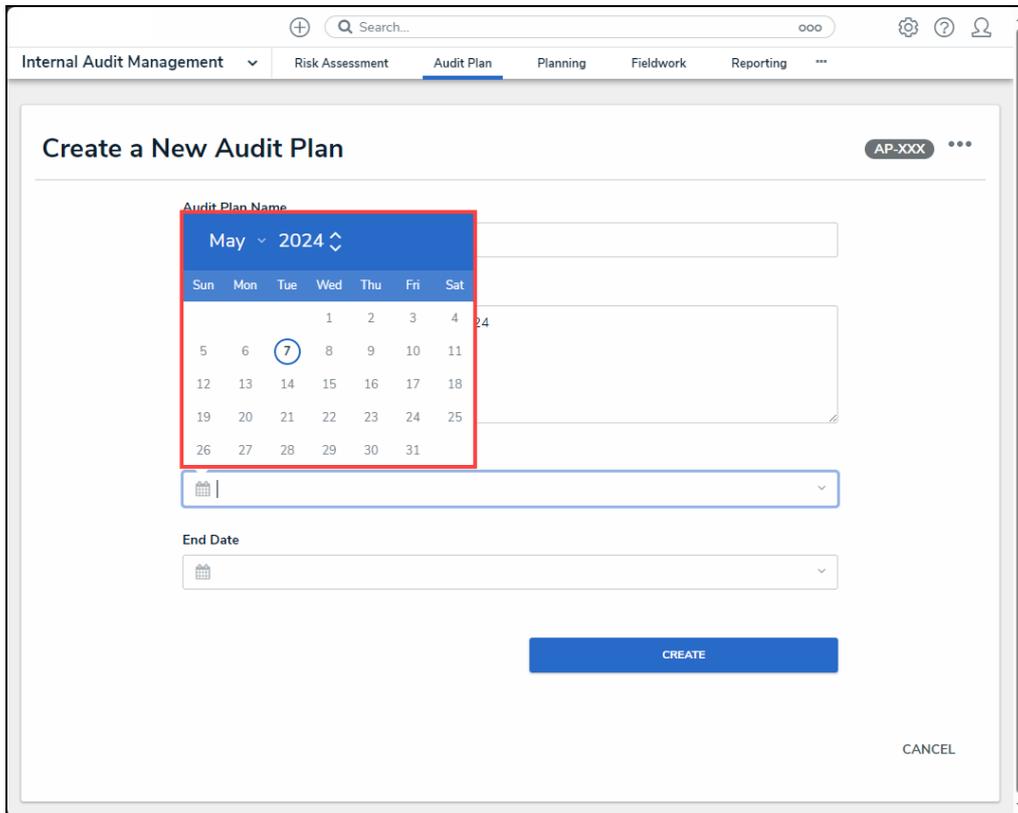
Audit Plan Name

2. Enter a brief Audit Plan description in the **Description** field. An Audit Plan Description allows you to add more detail, differentiating it from other Audit Plans.

The screenshot shows the 'Create a New Audit Plan' form, similar to the previous one, but with the 'Description' field highlighted by a red box. The 'Audit Plan Name' field now contains '2024 Internal Audit Plan' and the 'Description' field contains 'Internal Audit Plan between 01/2024 to 06/2024'. The 'Start Date' and 'End Date' fields are still empty. The 'CREATE' and 'CANCEL' buttons are at the bottom. The breadcrumb trail and top navigation are the same as in the previous screenshot.

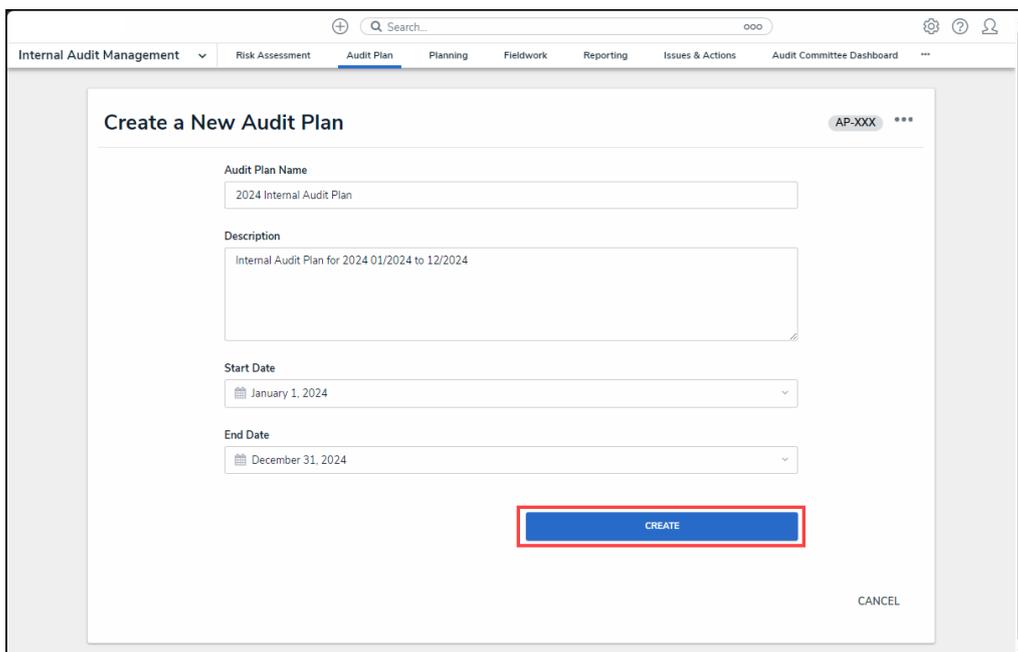
Audit Plan Description

3. Click the **Start Date** field and select an Audit Plan start date from the **Calendar** pop-up, by clicking on a **Date**.



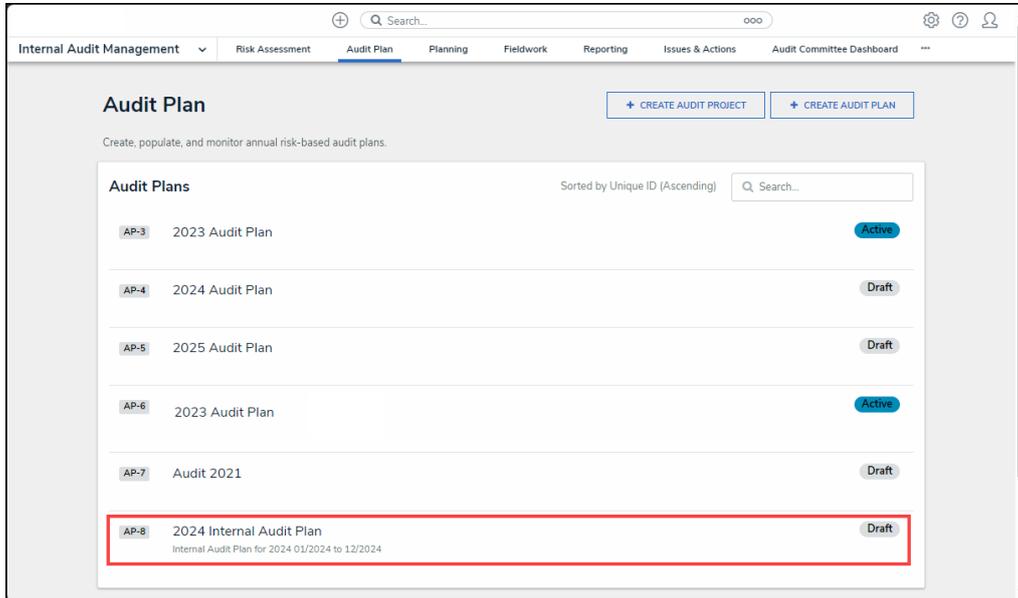
Calendar Pop-up

4. Click the **End Date** field and select an Audit Plan end date from the **Calendar** pop-up, by clicking on a **Date**.
5. Click the **Create** button to create a new Audit Plan.



Create Button

- The Audit Plan will appear under the **Audit Plans** section with a **Draft** status on the **Audit Plan** screen.



Audit Plans Section