Activating an Internal Audit Plan

Overview

Once an Audit Plan has been created, it must be moved from a **Draft** state to an **Active** state. Additionally, the internal audit team can manage the Audit Plan by attaching new or existing audits and by setting its budget of hours.

User Account Requirements

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

Related Information/Setup

Please refer to the Creating an Audit Plan article for further information on creating a new audit plan.

Navigation

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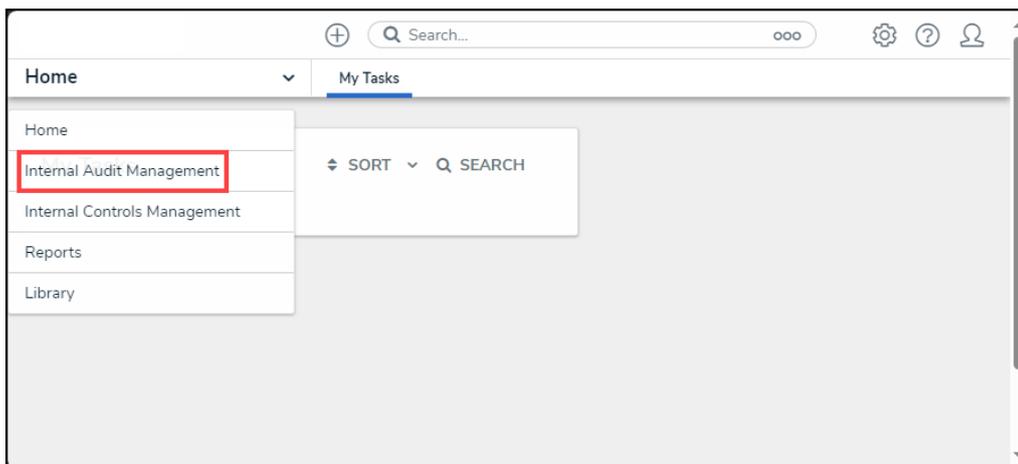
Home Dropdown

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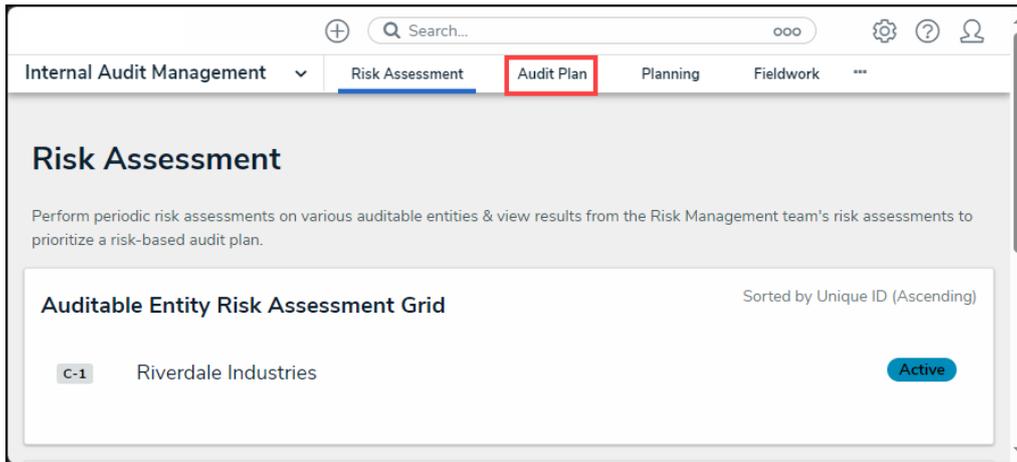
Audit Plan Tab

3. From the **Audit Plan** screen, click on an **Audit Plan** in a **Draft** state from the **Audit Plans** section.
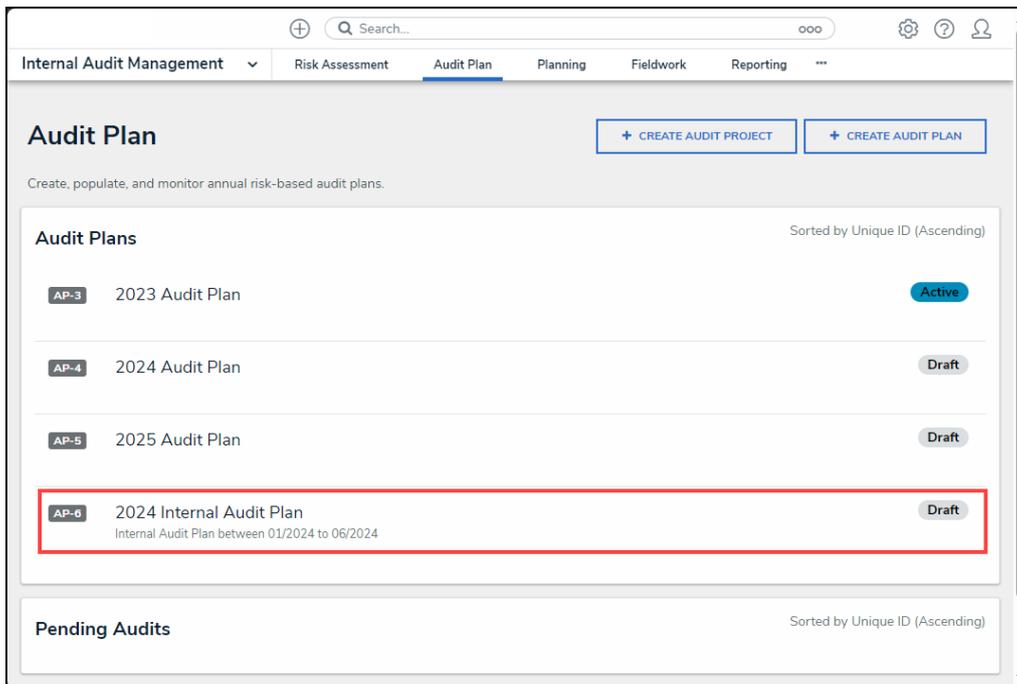
Draft - Audit Plan

Activating an Audit Plan

1. From the **Audit Plan** screen, you can edit a **Start Date** or **Stop Date** by clicking on the dropdown and selecting a new date from the **Calendar** pop-up.
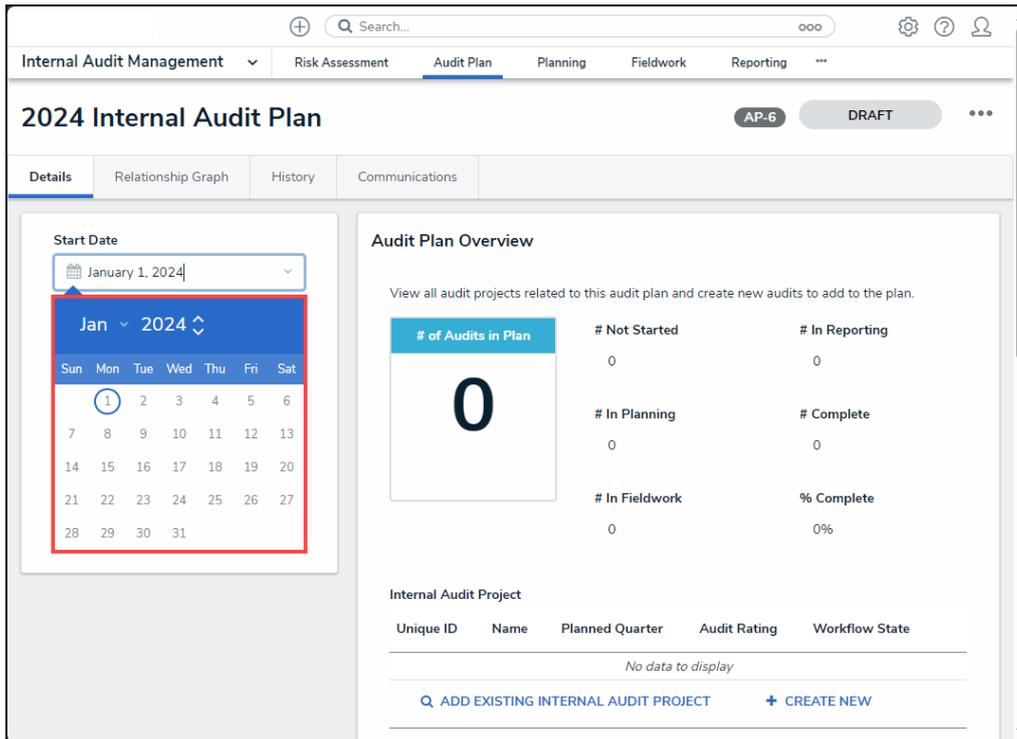
Calendar Pop-up

2. Click on the **Description** field to edit the Audit Plan description.
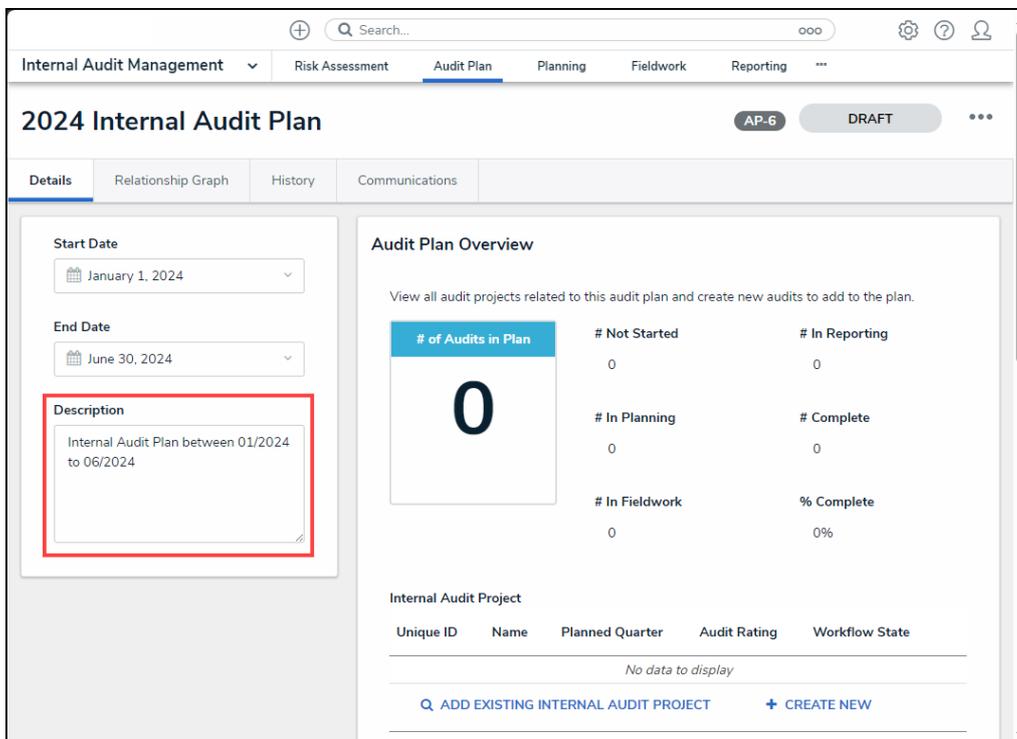
Description Field

3. The ***Audit Plan Overview*** section allows users to view a summarized view of all Audit Projects that are attached to the Audit Plan.

4. Select one of the following options to add an Internal Audit Project to the Audit Plan:

- **Add Existing Internal Audit Project:** Click the **Add Existing Internal Audit Project** link to select an existing internal audit project from the **_Add Existing Internal Audit Project_** pop-up.

- **+ Create New:** Click the **+ Create New** link to create a new internal audit project on the **_Create a New Internal Audit Project_** pop-up.
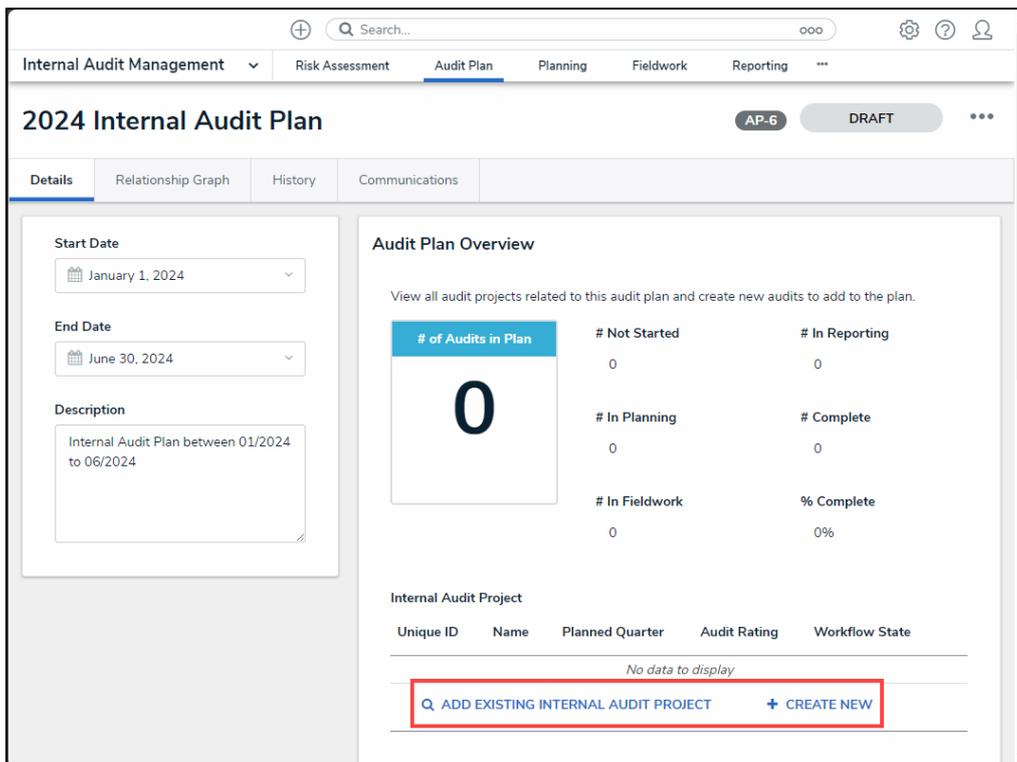
Internal Audit Project Links

5. Click the **Audit Plan and Status Report** button to view a report detailing all the audits attached to this Audit Plan.
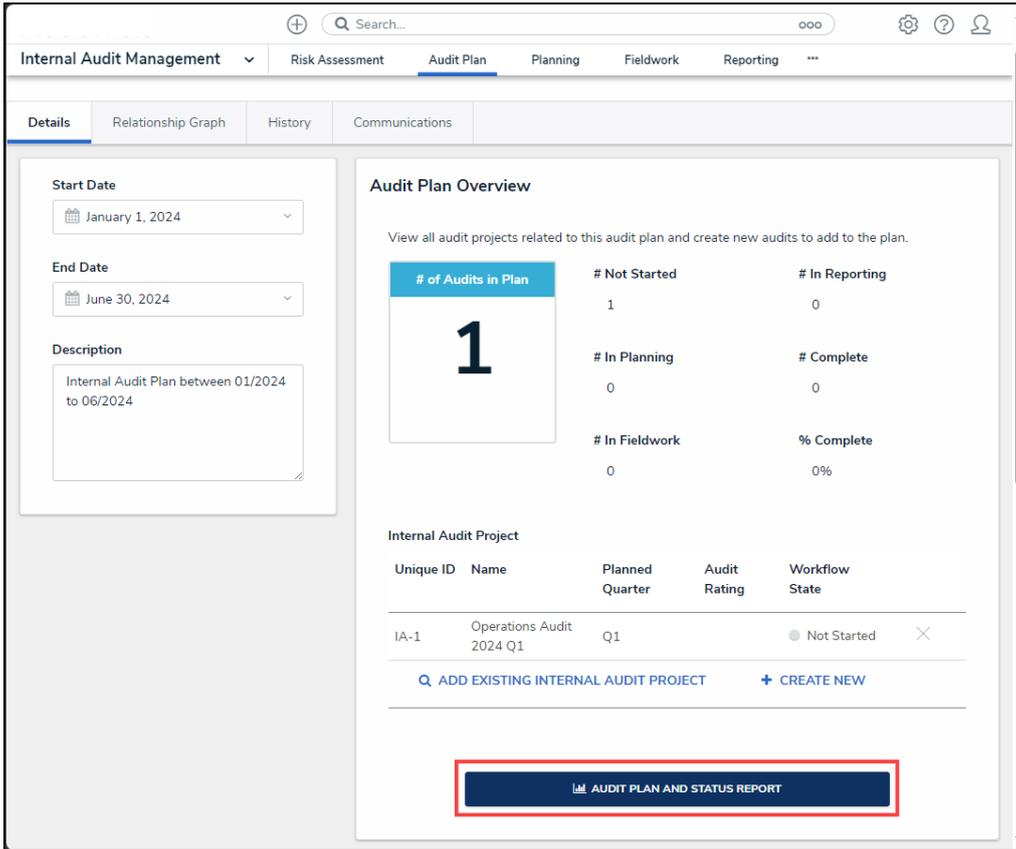
Audit Plan and Status Report Button

6. In the ***Budget & Capacity Planning*** section, enter how many hours have been budgeted for this Audit Plan (this includes all Internal Audit Projects connected to the Audit Plan) in the **Audit Capacity (Hours)** field.

- The hours entered in the **Audit Capacity (Hours)** field can be allocated to the Internal Audit Projects connected to the Audit Plan.
- The **Audit Capacity (Hours)** field tracks employee capacity and the number of hours left within an Audit Plan.
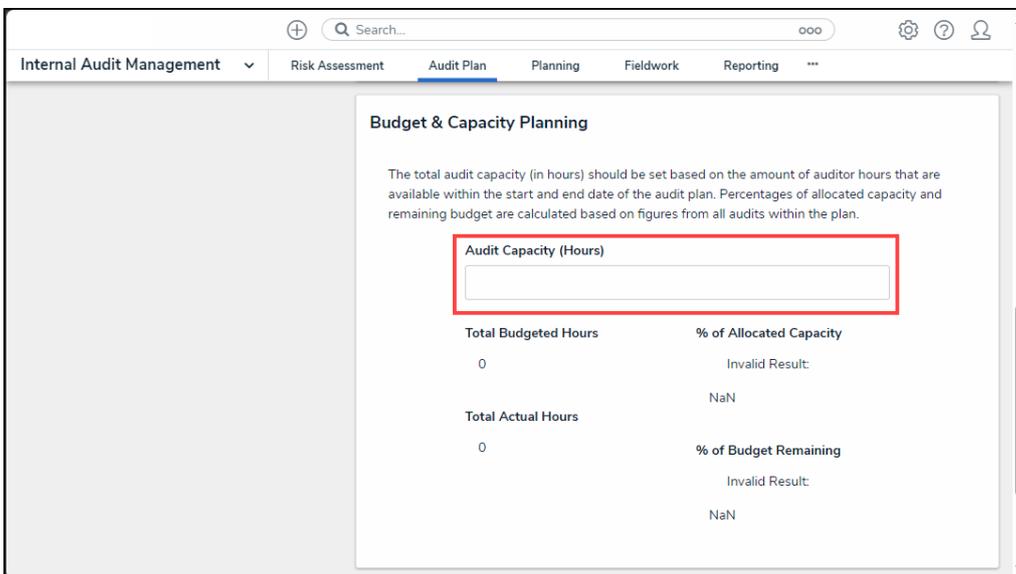
7. Click **Approve Audit Plan** button to move the audit plan to the **Active** state.

Approve Audit Plan Button