Project Management Skills for Internal Auditors

About This Course

Course Description
Audits are projects, but rarely are proven project management methodologies used in managing internal audits. Audits are commonly subject to delays, changes in scope, scope creep, resource shortages, and frequent struggles with timeliness.

Participants are provided with a basic understanding of core fundamentals for the most common project management techniques. Core principles from the Project Management Institute framework will be reviewed.

The course provides participants with the skills and techniques necessary to embed project management methods into the internal audit process. Formal project management methodologies can help reduce and alleviate many of the struggles with delays, prioritization, scope, and timeliness auditors routinely face. The tools and techniques shared can be immediately implemented in every audit process.

Multiple hands-on exercises are featured in this interactive course along with class participation to provide opportunities for you to practice what you learn. Real life examples of failures and successes of project management will be covered to further the learning process.
Course Topics

Project Management Overview
- Fundamentals of project management
- Benefits of formal project management
- Project characteristics
- Phases of project management
- Project management case studies

Project Management Fundamentals
- Project Management Institute (PMI) framework
- Cornerstones of project management
- Gantt charts
- Critical paths
- Work breakdown structure
- Dependencies and scheduling
- Scope

Audits as Formal Projects – Planning
- Translating project steps into audit steps
- Choosing and modifying project tools for audits
- Formal scoping approaches – SIPOC/visual tools

Audits as Formal Projects – Executing, Monitoring, and Controlling
- Monitoring and controlling the audit like a project
- Measurements and metrics for audits: schedule, budget to actual, etc.
- Formal change management to minimize scope change/creep
- Communicating results – Leveraging the 5 C’s
- Lessons learned and post-mortems for continual improvement

Formal Project Communication Plans
- External communication plan – audit client
- Internal communication plan – audit team
- Understanding the difference between information and communication
- Expectations and consistency
- Reporting
Managing Multiple Projects
  • Managing different personalities
  • Difficult people and situations
  • Communication approaches
  • Time management tools and techniques

Course Information

Course Duration: 2 Days

CPE Hours Available: 16

Knowledge Level: Intermediate

Field of Study: Management Services

Prerequisites: At least 2 years' general audit experience

Advance Preparation: None

Delivery Format: On-site Training (Group-Live)