Audit Follow-up Timeline and Milestone Tracking

1. Timeline Tracking Table

#	Audit Observation	Responsible Department	Action Planned	Target Date	Status	Date of Completion	Remarks
1	Incomplete Documentation	Operations	Update SOPs and training	2024-07-15	In Progress	-	Draft SOP under review
2	Delayed Reporting	Finance	Automate reporting system	2024-08-10	Pending	-	Awaiting management approval
3	User Access Issues	IT	Quarterly access review	2024-06-30	Completed	2024-06-12	Review conducted, actions taken

2. Key Milestones Overview

Milestone 1

- Circulate audit report
- Brief responsible teams

Due: 2024-06-20

Milestone 2

- Action plan submission
- Set deadlines for actions

Due: 2024-06-25

Milestone 3

- Mid-term follow-up review
- Update action status

Due: 2024-07-15

Milestone 4

- Closure verification
- Submit completion evidence

Due: 2024-08-15

Important Notes

- Ensure all action items are assigned with clear responsibilities and deadlines.
- Update the status fields regularly for accurate follow-up and oversight.
- Keep supportive evidence for completed actions for future reference and verification.
- Escalate any overdue items to higher management promptly.
- Customize the tracking format as per your organization's processes and compliance needs.