Audit Timeline and Milestone Schedule

Project: FY2024 Annual Financial Audit

Milestone	Description	Responsible	Timeline
Kickoff Meeting	Project initiation, scope and deliverables discussion	Audit Team & Client	June 1, 2024
Document Request	Submission of initial document request list	Audit Team	June 3, 2024
Document Collection	Client provides requested documents	Client	June 3â€"10, 2024
Preliminary Review	High-level review of documents	Audit Team	June 11â€"17, 2024
Fieldwork	On-site testing and evidence gathering	Audit Team	June 18â€"July 5, 2024
Status Update Meeting	Progress report & pending issues discussion	Audit Team & Client	July 8, 2024
Draft Report Submission	Submission of draft audit report for review	Audit Team	July 15, 2024
Management Response	Client provides feedback and responses	Client	July 16â€"20, 2024
Final Report Issuance	Delivery of final audit report	Audit Team	July 24, 2024
Closing Meeting	Summary of findings & next steps	Audit Team & Client	July 25, 2024

Important Notes

- The above schedule is subject to change based on client availability and document readiness.
- Timely communication and prompt submission of requested documents are critical for meeting deadlines.
- All milestones should be closely monitored to ensure adherence to the overall project timeline.
- Changes or delays must be communicated immediately to all stakeholders.
- This document should be regularly updated if there are any significant timeline adjustments.