

# Detailed Timeline and Milestone Chart “Investigation Audit Plan

**Audit Title:** Financial Irregularities Investigation

**Audit Period:** January 2024 “ June 2024

Phase / Task	Responsible	Start Date	End Date	Milestone / Deliverable
Planning and Scope Definition	Lead Auditor	02-Jan-2024	05-Jan-2024	<b>Finalized Audit Scope &amp; Engagement Letter</b>
Preliminary Risk Assessment	Audit Team	08-Jan-2024	12-Jan-2024	Risk Assessment Report
Data Collection & Document Review	Audit Assistant	15-Jan-2024	26-Jan-2024	Compiled Evidence File
Fieldwork (Interviews & Investigation)	Audit Team	29-Jan-2024	16-Feb-2024	Interview Summaries & Field Notes
Analysis & Findings	Lead Auditor	19-Feb-2024	08-Mar-2024	Draft Findings Report
Review & Discussion of Findings	Audit Manager	11-Mar-2024	15-Mar-2024	Finalized Audit Findings
Report Preparation	Lead Auditor	18-Mar-2024	22-Mar-2024	<b>Draft Audit Report</b>
Management Response & Action Plan	Management	25-Mar-2024	29-Mar-2024	Management Response Document
Final Report Submission	Audit Team	01-Apr-2024	01-Apr-2024	<b>Final Audit Report</b>
Follow-up Review	Audit Team	10-Jun-2024	14-Jun-2024	Follow-up Status Report

**Important Notes:**

- This timeline is indicative and subject to change based on audit progress or unforeseen circumstances.
- Clear milestones help track progress and accountability throughout each audit phase.
- All deliverables must be properly documented and communicated to relevant stakeholders.
- Regular reviews ensure adherence to the plan and timely resolution of issues.
- The document should be kept updated and accessible to all team members involved.