

Management Action Plan Template

Format of Audit Program for Specific Audit Area

Audit Title: _____

Audit Area: _____

Period Covered: _____

Date of Audit: _____

Team Members: _____

Audit Objectives

- _____
- _____

Audit Procedures

Procedure	Responsible	Timeline	Remarks
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Findings & Recommendations

Finding	Recommendation	Management Comments
_____	_____	_____
_____	_____	_____

Action Plan

Action Steps	Responsible	Timeline	Status / Follow-up
_____	_____	_____	_____
_____	_____	_____	_____

Important Notes

- This template should be tailored to address the specific audit area and organizational requirements.
- Clearly define responsibilities and timelines for all action items.
- Ensure follow-up and monitoring of implementation status for each recommendation.
- Maintain documentation and supporting evidence for audit findings and management actions.
- Review and update action plans regularly to ensure continuous improvement.