

# Office of University Audits Audit Reporting

**Goal:** Streamline the activities involved in producing and publishing an Audit Report.

**Approach:** Defined the as-is process map, identified issues experienced with the current process and identified value-added, non-value added and business value-added activities through a unit-wide working session and multiple surveys. During a second unit-wide working session, recommendations were developed, categorized and prioritized. A final report was developed and presented to Office of University Audits Directors.

## Key Findings

### High Priority Problems

- **Audit Report templates with Auto Audit are not suitable for publishing, requiring a second set of templates for publication.**
- **Significant time spent on formatting Audit Reports in a non-published template.**
- **Duplication of effort in maintaining multiple templates.**
- **Audit Report reviews involve significant back-and-forth discussions at multiple levels.**
- **Pre-publication review activities involve multiple reviews by the same person and rework after Audit Report has been presented to Auditee.**

## Recommendations

### Short-term Improvements

- 1. Reduce the number of templates maintained, number of people involved with formatting templates and if possible, use Word and link within Auto Audit** – reduces confusion and duplication of effort, allowing staff to focus on content and policy issues.
- 2. Establish communication plan for Review milestone** – sets expectations for staff, reduces confusion and turn-around time.
- 3. Combine review and pre-publication review activities** – reduces duplication of effort and rework identified in both sets of activities.
- 4. Eliminate need for “wet signatures”** – identified as a non-value added activity.

### Long-term Improvements

- 1. Replace Auto Audit software with solution that provides:**
  - **Audit Report templates that are easy to maintain (i.e. format)**
  - **Audit Report templates that are appropriate for publishing**
  - **Ability to create workflows**

**Outcome:** Process and supporting software issues were identified and prioritized based on staff participation and feedback. Outside perspective of facilitators was beneficial in engaging staff and maintaining focus.