

Mpumalanga Department of Finance
Internal Audit

Team briefing

1 Agenda

Team Briefing Agenda	
Matters for discussion	Responsibility
Welcome and introductions	[Responsible Senior(s)]
Approach for the project <ul style="list-style-type: none"> - Planned project scope as per approved Internal Audit Plan - Overview of Internal Audit review process - Timing issues 	[Responsible Senior(s)]
Key contacts/process owners for relevant project <ul style="list-style-type: none"> - Confirmation of Addressee for Notification Letter - Identification of process owners - Person to whose attention Management Letters must be addressed 	[Responsible Senior(s)]
Significant changes in operations during the last 12 months <ul style="list-style-type: none"> - Changed processes - Changes in key personnel 	[Responsible Senior(s)]
Key risks, relevant to the planned project scope, identified by the Auditee.	[Responsible Senior(s)]
Additional expectations or concerns that management may have about the review	[Responsible Senior(s)]
Other matters	[Responsible Senior(s)]
Closing	[Responsible Senior(s)]

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2 Minutes

Meeting details
Venue
Date and time
Attendees Internal Audit

Notes per agenda item	
Item <input type="checkbox"/> Welcome and introductions	
<input type="checkbox"/> Approach for project	
<input type="checkbox"/> Key contacts/process owners	
<input type="checkbox"/> Significant changes in operations in the last 12 months	
<input type="checkbox"/> Key risks and additional expectations	
<input type="checkbox"/> Other matters	
<input type="checkbox"/> Closing	

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