

Attachment 5 â€“ Project Manager Duties and Responsibilities Check List

Attachment #5

Project Manager Duties and Responsibilities Check List

Audit and Accountability Bureau
Project Manager Duties and Responsibilities

This check-off list is meant to be a guide for the Project Manager to monitor all milestones in the audit/project process. While the steps are identified within each phase, there may be instances where the process will not necessarily be in order.

Date	Comments	Item
Audit/Project Assignment Phase		
		Audit/Project assignment - Project Manager (PM) selected
		Prepare audit/project proposal
		Team Lieutenant/HCO review proposal
		Audit/Project proposal memorandum submitted to Operations
		Audit/Project proposal memorandum approved by Unit Commander
		Project number assigned by Operations
		Create audit/project folder in shared files and audit/project binder
Planning Phase		
		Prepare audit/project work plan
		Quality assurance (QA) review of work plan
		Team Lieutenant/HCO reviews draft audit/project work plan
		Submit draft audit/project work plan to Operations
		Roundtable audit/project work plan
		Audit/Project Work plan approved by Unit Commander
		Schedule entrance meeting with Auditee
Field Work/Testing/Analysis Phase		
		Conduct entrance meeting with Auditee
		Begin Audit/Project fieldwork
		Develop and complete testing instrument
		QA review of testing instrument/work packet
		Team Lieutenant/HCO reviews testing instrument
		Analysis of data/evidence
		Discussion of results with Auditee
		Complete Audit/Project fieldwork
Report Writing And Quality Assurance		
		Draft audit/project report
		QA review draft audit/project report
		QA notes submitted to PM to clear

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		PM clear QA notes and make necessary changes to draft report
Supervisory Review		
		Team Lieutenant/HCO reviews draft audit/project report
		HCO submits draft audit/project report to Operations
		Operations reviews draft audit/project report
		Operations returns draft audit/project report to PM for edits
		Roundtable if requested by Unit Commander
		Unit Commander approves draft audit/project report
Auditee Review Phase		
		PM schedules exit meeting and provides the draft audit/project report
		Exit meeting roundtable with HCO and Team Lieutenant (and Unit Commander, if necessary)
		Conduct exit meeting with Auditee
		PM to provide Operations with draft report who will solicit final response memorandum
Finalizing Audit/Project Report		
		Formal response received from Auditee
		Completion of Executive Summary
		HCO and Team Lieutenant Review of Executive Summary
		PM prepares final report package (Draft Executive Summary, Management's Response, Audit/Project Report) *Finalize with signatures from (PM, APM, HCO,) Unit Commander
Operations Finalize Report		
		Operations prepares final PDF with signatures and cover page *Email distribution of PDF
		Operations delivers final report package to Undersheriff
Archiving		
		PM completes electronic files and compiles the audit/project work papers in binders
		Team Lieutenant reviews binders and electronic files
		Original final report archived with HCO
		Binder *audit/project documentation is archived in filing cabinet